Cromwell College
Barry Avenue
Cromwell 9310
admin@cromwell.school.nz
www.cromwell.school.nz

29 October 2018

Dear Applicant

Teacher of Commerce and Social Studies
Full Time, Fixed Term Position for 2019

Thank you for your interest in the part time or full time, fixed term position of commerce and social studies teacher at Cromwell College. This position has arisen through the resignation of our HOF Social Sciences and is fixed term for the 2019 academic year, commencing in January 2019. A new HOF will be sought during 2019 to start in 2020. Applicants should state their experience and qualifications in teaching commerce through to Year 13, social studies and any other curriculum strengths.

We are an innovative, well-equipped and well-resourced, Decile 8, Year 7 – 13 school with a current roll of approximately 450 students. We are proud of our welcoming students, committed staff, our facilities and the supportive relationship we have with our local community.

Our curriculum contains a wide range of traditional academic and vocationally oriented subjects. The staff members are dedicated and supportive of each other and are committed to making Cromwell College one of New Zealand's best rural secondary schools. Our Board of Trustees is keen to see the school grow and develop and the appointment and development of quality staff continues to be a key element in the overall success of the school.

Cromwell is a vibrant forward thinking rural community with a current population of approximately 5000. The town benefits from a range of excellent facilities for its size and its on-going growth is associated with investment in viticulture, horticulture, tourism and regional service industries.

Following is the probable time frame for the selection.

16 November	Applications close
16-19 November	Short-listing as required
19-23 November	Interviews as required

Enclosed with this letter are a job description and application form. You will find further information about Cromwell College on our web site at www.cromwell.school.nz. If you wish to visit the College or have any questions then it would be a pleasure to discuss this with you. Thank you for your interest in our school.

Yours sincerely

Mason Stretch
Principal

Cromwell College
CENTRAL OTAGO

Person Specification

1 Talented and passionate commerce teacher, holding current NZTC registration.
2 In-depth current knowledge of the New Zealand Curriculum with emphasis on commerce and social studies, including current trends in pedagogy, curriculum content, assessment, etc.
3 A sound understanding of the newly aligned achievement standards in commerce.
4 Qualified to teach senior commerce to Year 13.
5 An ability to teach tourism if required.
6 Commitment to co-curricular activities offered at the College.
7 A clear understanding of, and empathy with, the special character of a Year 7 - 13 rural school.
8 Possess a relevant tertiary qualification.
9 Evidence of a collegial approach to teaching.
10 Well-developed skills in communication and interpersonal skills.
11 Evidence of on-going professional and curriculum development skills
12 Evidence of excellent and creative practice in classroom teaching.

Job Description

Teaching – The teacher will be expected to teach up to 20 out of 25 periods.

The terms and conditions of employment are those defined in the Secondary Teachers' Collective Agreement.

Appraisal – Teachers will be appraised against the job description and also against the general requirements and professional standards for classroom teachers as detailed in the Secondary Teachers' Collective Employment Contract.

Overall task - Teach effectively and manage the effective delivery of curriculum to students. Under the direction of the faculty head complete required tasks related to curriculum delivery, student management, resource management, resource development and other tasks as may arise from time to time.

Specific Tasks

1 Be responsible under the direction of the Head of Faculty – for the planning and delivery of instruction, the development and maintenance of the curriculum, development and implementation of assessment tasks and other duties as may be required for the smooth running of the faculty and the subjects taught.
2 Be a form teacher and contribute as required to the school's pastoral care structure.
3 Further the goals and objectives of the school as outlined in it's strategic plan
4 Completion of all administrative requirements for teachers in such matters as reporting, duty, compliance and other matters as may arise from time to time.
5 Contribute to the wider life of the school.
6 Meet the criteria for quality teaching as specified in the Secondary Teachers' Collective Employment Contract.

Barry Avenue
Cromwell 9310
Ph: (03) 445 1121
admin@cromwell.school.nz
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Commerce and Social Studies Teacher
Full Time, Fixed Term Position for 2019 commencing Term 1, 2019

Thank you for applying for a position with our school.

1 Please provide a covering letter and complete this application form personally.
2 Attach a curriculum vitae (CV) containing any additional information eg. family, work experience, interests, qualifications, any written references etc
3 Copies of qualification certificates to be attached.
4 If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
5 This application form and support documents will be held by the school. You may access them in accordance with the provision of the Privacy Act 1993.

If you have any queries, please contact the school administration.

Please post or deliver to

The Principal
Cromwell College
Barry Avenue
Cromwell 9310

Or email to janrockliff@cromwell.school.nz

Applications close on Friday 16 November 2018

CRITERIA FOR APPOINTMENT

In considering applications for positions the Board of Trustees shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria ~

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position; and

2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position

Any offer of employment made is conditional upon a satisfactory Police check being obtained.

Cromwell College
CENTRAL OTAGO

Application Form – Commerce and Social Studies Teacher
Full Time Fixed Term Position for 2019
Commencing Term 1, 2019

Family Name _____

First Names _____

Present Position _____

Contact Address _____

_____

_____

Work Phone Number : _____

Cell Phone Number : _____

Home Phone Number : _____

E-mail address : _____

Date of Birth: _____

Teacher Registration Number : _____

Residency Status: _____

If you wish, please state any special qualifications, experience or strengths you feel you possess which support your application. These may be included in your covering letter.

Convictions Against the Law / Unsuitability for the Position

Have you ever been convicted of any criminal offence against the law or otherwise know of any reason why you should not be employed to work in the school environment?

Yes / No

If you have answered yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Have you had any injury or medical condition caused by gradual process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries or other condition which the tasks of this job may aggravate or contribute to and do you have any health problems which would prevent you from carrying out the work as described in the job description or person specification.

Yes / No

If you have answered yes please provide full details

Note that all Cromwell College buildings and grounds are smoke-free

REFEREES

Please provide the names and address of three referees who are able to comment on you in a professional capacity. Preferable referees are those who have been in a supervisory role in an employment situation (Principal, Manager, CEO etc).

Referee One

Name _____

Address _____

Relationship to you _____

Home Phone _____

Work Phone _____

Cell Phone_____

email _____

Referee Two

Name _____

Address _____

Relationship to you _____

Home Phone _____

Work Phone _____

Cell Phone_____

email _____

Referee Three

Name _____

Address _____

Relationship to you _____

Home Phone _____

Work Phone _____

Cell Phone_____

email _____

Please note: The selection panel may consult people, other than the nominated referees, as part of the appointment process.

Signature of Applicant _____ Date _____