

25 September 2017

Dear Applicant

**Head of Science Faculty (2 MU, 1 MMA)
Full Time Permanent Position commencing Term 1, 2018**

An exciting opportunity exists for a passionate, enthusiastic and suitably qualified teaching professional to lead our Science Faculty at Cromwell College.

We are an innovative, well-equipped and well-resourced, Decile 8, Year 7 – 13 school with welcoming students, committed and collegial staff and a strong supportive relationship with our local community. The successful applicant will have the ability to form positive professional relationships with staff and students and possess the skills, drive and desire to provide the best possible learning opportunities for our students.

Applicants will be competent to teach either Chemistry, Physics or Biology to Year 13 and demonstrate an in depth knowledge and understanding of the Science curriculum from Year 7 to 13. The position is permanent full time and will commence at the start of Term 1, 2018. A school house is available for the successful applicant.

Cromwell College has a growing roll of around 440 students and our school curriculum contains a wide range of traditional academic and vocationally oriented subjects. Our Board of Trustees and staff are committed to making Cromwell College an outstanding secondary school and the appointment of quality staff dedicated to the wellbeing and achievement of our students is a key to this.

Cromwell is a vibrant forward thinking rural community with a current population of approximately 4500. 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.

20 October	Applications close
23-24 October	Short-listing as required
25-27 October	Interviews

Enclosed with this letter are a job description and application form. You will find further information about Cromwell College on our website at 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

HEAD OF THE SCIENCE FACULTY

Person Specification

- 1 Talented and passionate trained Science/Chemistry teacher holding current NZTC registration.
- 2 Possess a relevant tertiary qualification.
- 3 In-depth current knowledge of the New Zealand Science Curriculum including current trends in pedagogy, curriculum content, assessment, etc.
- 4 Qualified and competent to teach Science and either Chemistry, Physics or Biology to Year 13.
- 5 Clear understanding of, and empathy with, the special character of a Year 7 - 13 rural school.
- 6 Evidence of a collegial approach to teaching, leadership and management.
- 7 Well-developed skills in communication and interpersonal skills.
- 8 Evidence of on-going professional development.
- 9 Evidence of excellent and creative practice in classroom teaching.
- 10 Commitment to co-curricular activities offered at the College.

Job Description

Head of Science Faculty – Successfully lead and develop the Science Curriculum from Year 7 to 13 so that it best meets the needs of our students.

Heads of Faculty are provided with 2 non contact periods and 2 Permanent Management Units and 1 Middle Management Allowance.

Teach up to 18 hours per week.

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 and unit holders.

Key Tasks:

- 1 Be responsible for the leadership and development of the Science Faculty – 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. See the Job Description below.
- 2 Contribute to the wider leadership of the school through the Head of Faculty structure.
- 3 Teach effectively and manage the effective delivery of curriculum to students. Complete required tasks related to curriculum delivery, student management, resource management, resource development and other tasks as may arise from time to time.

- 4 Be a form teacher and contribute as required to the school's pastoral care structure.
- 5 Further the goals and objectives of the school as outlined in its Charter and its Strategic Plan and Annual Plan.
- 6 Completion of all administrative requirements in areas of reporting, attendance, duty, risk management, compliance and other matters that may arise.
- 7 Meet the criteria for quality teaching as specified in the Secondary Teachers' Collective Employment Contract.
- 8 Contribute to the wider life of the school.

Head of Faculty Key Tasks

- Develop and lead a vision for student learning and achievement that aligns with our school wide vision and mission.
- Develop and model collegial professional relationships with staff and students in the faculty and wider school community that foster personal excellence for our students.
- Ensure that programmes of learning in Years 7-13 meet with national and local requirements.
- Implement regular, rigorous self-review to enable continuous improvement. This includes tracking student achievement across the Faculty and the preparation of reports to the Principal and Board.
- Respect deadlines for the request of information such as assessment marks, report descriptors appraisal documentation and course outlines.
- Chair regular meetings of the teachers in the Faculty to discuss the operation of the scheme, teaching methods, assessment, resources, student progress and all other matters related to the efficient and effective running of the Faculty.
- Communicate openly and effectively.
- Contribute to the middle leadership of the school through Head of Faculty meetings.
- Provide advice and guidance to staff in the Faculty including Provisionally Registered Teachers.
- Lead and encourage the professional development of teachers within the Faculty.
- Be responsible for the Faculty finances and budget oversight.
- Manage the Faculty's resources efficiently and effectively.

<p style="text-align: center;">Head of Science Faculty Permanent Full Time Position starting Term 1, 2018</p>

Thank you for applying for a position with our school. Please ensure you have a copy of the Job Description and Person Specification before completing this application.

- 1 Please provide a covering letter and complete this application form personally.
- 2 Attach a curriculum vitae (CV) containing any additional information, work experience, qualifications, any written references etc
- 3 Copies only of qualification certificates should 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 email to janrockliff@cromwell.school.nz or post or deliver to

The Principal
Cromwell College
Barry Avenue
Cromwell 9310

Applications must be at school by 5.00pm on Friday 20 October 2017

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.



**Application Form – Head of Science Faculty (2MU, 1MMA)
Full Time Permanent Position
Commencing Term 1, 2018**

Family Name _____

First Names _____

Present Position _____

Contact Address _____

Work Phone Number : _____

Cell Phone Number : _____

Home Phone Number : _____

Email 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, medical or other conditions 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 _____