



Cromwell College  
Barry Avenue  
Cromwell 9310  
[admin@cromwell.school.nz](mailto:admin@cromwell.school.nz)  
[www.cromwell.school.nz](http://www.cromwell.school.nz)

23 August 2017

Dear Applicant

**Teacher of Mathematics Year 9-13  
Full Time, LTR Position for 2018**

Thank you for your interest in the full time, LTR position teaching mathematics to students from Year 9 to Year 12 at Cromwell College. This position covers a full time staff member on a Study Award and will commence at the beginning of Term 1 2018. Applicants should state their experience and qualifications in teaching mathematics through to Year 13.

We are an innovative, well-equipped and well-resourced, Decile 8, Year 7 – 13 school with a current roll of approximately 440 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 is in a stage of sustained growth with major investment in viticulture, horticulture and regional service industries.

Following is the probable time frame for the selection.

<b>13 September</b>	Applications close
<b>14- 18 September</b>	Short-listing as required
<b>19-22 September</b>	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](http://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

### **Person Specification**

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

<p style="text-align: center;"><b>Mathematics Teacher</b> <b>Full Time, LTR Position, commencing Term 1, 2018</b></p>
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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 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 post or deliver to  
**The Principal**  
**Cromwell College**  
**Barry Avenue**  
**Cromwell 9310**

**Applications close on 13 September 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 – Mathematics Year 9-12  
Full Time LTR Position,  
Commencing Term 1, 2018**

**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 \_\_\_\_\_