

# Taieri College

## Years 7-13



Taieri College, situated in Mosgiel, serves a well-defined local community. It is a co-educational Year 7-13 College which commenced in 2004 as the result of a merger of The Taieri High School and Mosgiel Intermediate. The College continues a commitment to education that began in the area in 1853.

The expectation is that Taieri College is a community school. This concept involves the College having a sense of ownership by the people of the Taieri. We share with the whole community the important role of developing our young people. It is this which makes our College unique. It is Taieri College.

There is a clearly defined geographical area which has a proud tradition of sturdy independence and a commitment to its unique mix of town and country. It is a community which is willing to embrace change and has looked to diversify and grow to meet the evolving needs of the markets for its products. It has warmly embraced the technical and scientific world in its desire to maximise its production yet has retained its sense of cohesiveness and of family values.

Families of the Taieri Plain choose Taieri College to educate their young people. They want:

- a co-educational seamless school
- a safe, supportive environment
- broad-based balanced education
- strong community links
- an education that will equip their young people for the 21<sup>st</sup> Century
- credentials that will give students from the College the personal resources to fulfil their goals.

At the same time the community wants its young people to be nurtured and cared for by staff who have values similar to their own. They look to the College to help them teach their young about respect and caring for others, about being honest and trustworthy and to learn about hard work and commitment and the benefits and rewards these can bring.

# Taieri College

## Years 7-13



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### Application Pack

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#### The contents of this application pack are:

- Job Descriptions – Assistant Curriculum Director, Teaching Duties, Form Class
- Application form

#### Application Process

A Curriculum Vitae and a covering letter should be provided.  
The application must be received by email or post:

**3.00pm on Thursday 14 October 2021 to [office@taieri.school.nz](mailto:office@taieri.school.nz)**

at Taieri College  
PO Box 45  
Mosgiel 9024  
(3 Green Street, Mosgiel)  
[office@taieri.school.nz](mailto:office@taieri.school.nz)

#### Appointment Process

The principal will lead the appointment process and may delegate parts of the process to the relevant Head of the Learning Area and/or a member of the Senior Leadership Team.

#### Starting Date

28 January 2022.

# TAIERI COLLEGE

## JOB DESCRIPTION



### Assistant Curriculum Director – Mathematics (2MU)

<b>Responsible to:</b>	<b>Curriculum Director</b>	
Functional Relationships with	Principal, SLT, Students, Teachers, Caregivers	
Primary Objective	To manage effectively the resources of the curriculum area, provide professional leadership and to promote professional development of the subject area within the designated curriculum area.	
<b>Key Tasks</b>	<b>Key Performance Indicators</b> <b>It is my responsibility to assist the CD to ensure that:</b>	<b>Evidence</b>
Manage the delivery of the New Zealand Curriculum in the stated area	<ul style="list-style-type: none"> <li>the teaching programmes within my area of responsibility are compliant with the Curriculum Statement(s)</li> <li>staff clearly understand the teaching and learning requirements of the Curriculum</li> <li>staff understand and carry out the requirements of internal and external assessment</li> </ul>	Department Handbook Teaching programmes Teacher Plan Books Department Handbook Minutes of Meetings Policy and Procedure Statements Assessment Task
Report on the delivery of the curriculum	<ul style="list-style-type: none"> <li>students receive appropriate feedback on learning and achievement</li> <li>students learning results are recorded and used to adapt/improve the curriculum</li> <li>reports are given to parents, and Curriculum Director</li> </ul>	Student books and assignments Assessment Tasks Student Results Classroom practice Student records Adapted curriculum records
Provide leadership in the subject	<ul style="list-style-type: none"> <li>the interests of the subject are represented to the Curriculum Director Team</li> <li>areas of responsibility are delegated, where appropriate</li> <li>guidance and support is provided so staff can effectively manage student behaviour</li> </ul>	Department reports to Curriculum Director  Department Handbook  KAMAR updated
Manage the staff in the department	<ul style="list-style-type: none"> <li>staff strengths are recognised, valued and utilised</li> <li>professional development is promoted</li> <li>observation of teaching and classroom management of teachers takes place</li> <li>regular communication exists within the department and curriculum area and minutes are kept of meetings</li> </ul>	Department Handbook Staff feedback PD records Department Minutes  Department Handbook

	<ul style="list-style-type: none"> <li>work with the Curriculum Director for class allocation which are fair and equitable</li> </ul>	
Encourage excellence in the students	<ul style="list-style-type: none"> <li>staff set standards of excellence and reward achievement</li> </ul>	Department Handbook Department Minutes Prizes and Awards Lists
Manage the students	<ul style="list-style-type: none"> <li>staff are fully conversant with the support and guidance systems available</li> </ul>	Staff Handbook
Manage the resources in the Department	<ul style="list-style-type: none"> <li>resources and equipment are well maintained and new resources and equipment are purchased to manage programmes effectively</li> <li>an annual budget is prepared and expenditure is documented in consultation with the Curriculum Director</li> </ul>	Department Handbook/Records Department Minutes

# Job Description

## Teaching Duties

**Primary function:** To deliver effectively the New Zealand Curriculum and Subject Prescriptions and to encourage learning through best practice principles.



Key Tasks	It is my responsibility to:	Evidence
Have a thorough knowledge of the New Zealand curriculum and the national requirements for the curriculum area(s) I am teaching	<ul style="list-style-type: none"> <li>ensure that the teaching programmes comply with the stated requirements</li> <li>prepare students for national assessment tasks</li> <li>undertake professional development, where available and appropriate</li> </ul>	Teaching programmes Teacher Plan Books Department Documents Assessment Tasks Professional Development Committee Minutes Kamar
Have a thorough knowledge of current principles of teaching and learning	<ul style="list-style-type: none"> <li>classroom practice encourages and supports learning for all students</li> </ul>	Classroom observation Adapted teaching plans IEPs and IBPs
Assess, record and report student learning and achievement	<ul style="list-style-type: none"> <li>record student learning and achievement</li> <li>use the assessment data to adapt/improve teaching and learning programmes</li> <li>report to parents, SLT and BOT (through HOD)</li> </ul>	Mark book Department records Department report to SLT and BOT College reports
Maintain a safe and caring environment	<ul style="list-style-type: none"> <li>set clear standards for behaviour</li> <li>be aware of the guidance and support systems, including MSB</li> </ul>	Classroom rules and procedures Classroom observation Discipline Referral Form
Encourage excellence in students	<ul style="list-style-type: none"> <li>Set clear expectations for student achievement</li> <li>recognise that students have differing learning needs and set up appropriate programmes in consultation with HOD/TIC, and/or specialist staff</li> </ul>	Classroom practice Classroom tasks Assessment tasks Adapted curriculum plans. IEPs and IBPs Records of Special Needs and Student Support groups
Manage resources and equipment	<ul style="list-style-type: none"> <li>assist with the safe keeping of resources and equipment</li> </ul>	Department records

# TAIERI COLLEGE

## JOB DESCRIPTION



### Form Teachers

<b>Responsible to:</b>	<b>Principal</b>	
Functional Relationships with	Principal, Senior Leadership Team, Students, Teachers, Caregivers	
Primary Objective	To provide pastoral and administrative care to the students at the year level class/group I am responsible for.	
<b>Key Tasks</b>	<b>Key Performance Indicators</b> <b>It is my responsibility to:</b>	<b>Evidence</b>
Oversee the discipline and pastoral care of the students in my form class	<p>assist students with day-to-day concerns and act as their advocate, if necessary</p> <p>provide a link between the subject teacher and the Dean liaise with parents and the counselling system</p> <p>keep the attendance roll</p> <p>organise student participation, where required</p> <p>promote active participation in all College activities by fostering form and individual spirit</p> <p>Proofread, collate and then comment on reports when required</p> <p>act as a line of communication from the administration to the student</p>	<p>Kamar entry to Dean, Guidance Counsellor, subject teachers</p> <p>Completing Dean's Report</p> <p>Telephone calls, emails</p> <p>Attendance Register</p> <p>Swimming Sports, Athletics, Cross Country entries</p> <p>Interform competitions</p> <p>Work Day administration</p> <p>Muffi Day Administration</p> <p>Student Council Support and Administration</p> <p>Participation in activities – form points</p> <p>Form Teacher comment on reports</p> <p>Reading of daily notices, lunch passes etc</p> <p>NZQA administration (where appropriate)</p> <p>Testimonials (where appropriate)</p>

# Taieri College



## Application for Position

Position applied for \_\_\_\_\_

Surname \_\_\_\_\_ Mr  Mrs  Ms  Miss

First name(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Cell-phone \_\_\_\_\_

Email address \_\_\_\_\_

Contact Address if different from above \_\_\_\_\_

\_\_\_\_\_

**Registration Status** Provisional  Full  LAT  Not Registered

**Registration Number** \_\_\_\_\_ **Expiry Date** \_\_\_\_\_

**Ministry of Education Number** \_\_\_\_\_

Is there any sort of agreement that you are under with the Teachers' Council?  
Yes/No

**Citizenship Status:** \_\_\_\_\_

**Are you legally entitled to work in New Zealand?** Yes/No

Have you ever had a criminal conviction other than a minor traffic offence?  
Yes/No

If Yes, please provide the date and details of the offence, the penalty, or reason, together with any comments you may wish to make.

\_\_\_\_\_

\_\_\_\_\_

**Please note:** You may be asked to provide a copy of the relevant Court record(s) obtained from the Police and the Board reserves the right to contact authorities to verify any claim made.

Are there any health issues we need to be aware of? Yes/No

If yes, please state the issue(s) \_\_\_\_\_

**Name and contact numbers of three referees:**

Name \_\_\_\_\_ Position \_\_\_\_\_

Cell phone \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Cell phone \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Cell phone \_\_\_\_\_

**Co-Curricular Involvement**

I can assist with, organise or manage:

<b>Sports (list)</b>	<b>Cultural/Arts (list)</b>	<b>Other (list)</b>

I consent to Taieri College seeking verbal or written information on a confidential basis about me from representatives of my previous/current employers and/or referees, to be used for the purpose of ascertaining my suitability for the position for which I am applying.

I understand that the information received by Taieri College is supplied in confidence as evaluative material and will not be disclosed to me.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I declare that, to the best of my knowledge, the information provided in this application and in my enclosed Curriculum Vitae is accurate. I understand that any false or misleading information given, or any material fact suppressed or deliberately omitted, will prevent my employment at Taieri College or, if I am employed, will result in my employment being terminated.

Signature \_\_\_\_\_

Date \_\_\_\_\_