



Queen's High School

Empowering Young Women



Teacher of Gateway
Application Pack

Dear Applicant

Thank you for your interest in the teacher of Gateway position at Queen's High School. You will find enclosed all the information you will need to apply for this position.

Queen's High School is renowned for its ability to meet individual needs by providing a supportive, inclusive learning environment. All girls are encouraged to believe in themselves and their ability to succeed. We encourage the pursuit of excellence, upholding the principles of equality and promoting sound and socially acceptable conduct within a caring, positive environment. We are committed to empowering young women and to inspire in them a lifelong love of learning.

As a teacher of Gateway you will be well supported by a collaborative leadership team, excellent staff, a motivated board and a welcoming parent community.

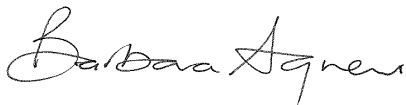
The following documents in this application pack provide more information about our school and the application process:

- General information for applicants
- Person specifications for the role of Gateway teacher
- Teacher of Gateway job description
- Further information and application form

The application for the appointment is to be with the Principal's PA with your CV and covering letter by noon on Friday 22 October. It can be sent electronically to ghs@queens.school.nz.

We look forward to receiving your application.

Ngā mihi

A handwritten signature in black ink that reads "Barbara Agnew". The signature is written in a cursive style with a large initial 'B'.

Barbara Agnew
Principal

INFORMATION FOR APPLICANTS

Position

Part time, Permanent Teacher of Gateway, up to 12 Hours

Remuneration

1 x Middle Management Allowance

Employment Conditions

As per the Secondary Teachers' Collective Agreement (STCA) 2019-2022

Appointment Timeline

Position Applied For: Teacher of Gateway

Advertised In: Education Gazette – Online

Applications Close: Friday 22 October at noon

Shortlisting Complete: Wednesday 27 October. Applicants who have NOT been shortlisted will be notified the following week

Interviews To Be Held: Commencing Thursday 28 October

Appointment Begins: Term 1 2022

Please state supporting subjects as other hours may be available

Applicants must currently hold a New Zealand teaching practising certificate

Please send this application to:

Address: Queen's High School
195 Surrey St
St Clair
Dunedin 9012

Phone: 034557212

Email: ghs@queens.school.nz

Queen's High School Information:

Website - <http://www.queens.school.nz>

Queen's Facebook – www.facebook.com/QueensHighSchoolNZ

Queen's Instagram - [@queenshighschoolnz](https://www.instagram.com/queenshighschoolnz)

PERSON SPECIFICATION FOR POSITION OF TEACHER OF GATEWAY

We are looking for a teacher who is innovative, committed to lifelong learning and is passionate about education. You will be an enthusiastic and effective classroom teacher with a strong commitment to upholding our values and vision of empowering young women. An exciting opportunity to contribute to an expanding school.

The ideal applicant for this position will have:

An innovative and forward-thinking approach

Excellent communication, interpersonal and organisational skills

A passion and joy in teaching and learning

A commitment to excellence and the confidence to set and expect the highest of standards

An understanding of what the Gateway programme involves and its purpose, and a desire and willingness to support our students in this area

Is solutions focused

A commitment to on-going personal and professional development

A growth mindset, a positive outlook and a sense of humour

A current New Zealand Drivers Licence

TEACHER OF GATEWAY JOB DESCRIPTION

Position: Teacher of Gateway, Permanent , Part Time up to 12 Hours

Responsible to: Principal

Functional Relationships: Principal, Careers Advisor, Deans, Support Staff

This job description will be finalised with the successful candidate

Key Roles	Expected Outcomes
Teaching	<ul style="list-style-type: none">• Planning and teaching appropriate Gateway classes• Investigating appropriate and inspiring outside speakers
Support of students	<ul style="list-style-type: none">• Meet deadlines for reporting to students and parents/caregivers, attend parent interviews and respond to parental inquiries• Support Dual Pathway students through checking attendance, pastoral care and progress
Gateway Supervisor	<ul style="list-style-type: none">• Oversee the Gateway Coordinator• Interview prospective Year 11-13 students for Gateway Programme and approve placements• Oversee the credit programme for Gateway students and support students to achieve them• Coordinate Unit Standard reporting to TEC• Ensure MOU's in place with providers
Resources	<ul style="list-style-type: none">• To manage the Gateway Budget• Maintain resources and equipment• Contribute to the location and review of potential resources
School wide involvement	<ul style="list-style-type: none">• Demonstrates the ideals and behaviours that exemplify the vision and principles of the school and what is expected of the teaching professional• Support the life of the school by attending staff briefings, doing duty, following requirements of a form teacher if required, and maintaining Queen's High School standards and expectations• Take part in Learning Area meetings, staff meetings and meetings as required of a classroom teacher• Be loyal to the Learning Area, school and fellow staff, and willing to assist in school activities where possible• Maintain a high standard of professional conduct at all times• Actively involved in school wide activities and events



**QUEEN'S HIGH
SCHOOL**

Information for Teacher Applicants Recruitment and Selection Procedures

This page is for your information.
Please tear it off and keep it
when you send in your
application.

Further information on Queen's
High School can be obtained
from our website:

www.queens.school.nz

A copy of the relevant Collective
Employment Contract or
individual contract will be made
available to all new staff
appointed.

- Please fully complete this form personally. Read it through first then answer all questions and make sure you sign, and date where indicated on the last page.
- The enclosed job description and person specification outline the main functions of the position and the skills required.
- All applications are acknowledged promptly by email.
- You are asked to supply on your CV names and contact details of three recent referees who can substantiate your suitability for this position. Referees will be contacted.
- All applicants for teaching positions must be registered.
- After applications close a short list of candidates are selected for interview based on the information contained in the application. Shortlisting usually takes place within one week of the closing date. Shortlisted candidates are contacted by telephone to arrange an interview time, and for this reason we request two contact phone numbers.
- Interviews are normally held within two weeks of the closing date. The selection panel will be made up of the Principal, the Board Chairperson, staff representative(s) and an Iwi representative. Applicants will be given further information about the panel at the time the interview is arranged.
- Interviews give applicants the opportunity to tell the selection panel how well their skills, experience and qualifications match those required for the position. We are particularly interested in hearing from applicants the strengths you would bring to the particular position and to the School as a whole.
- Interviews also give applicants the opportunity to find out more about the day to day aspects of the position.
- Candidates are welcome to bring whānau or a support group to the interview. Please advise the person who arranges the interview if you intend to do this.
- The successful candidate will be offered the position as soon as possible after the interview, by telephone. After discussion, a formal offer of appointment will be made in writing.
- All unsuccessful candidates are advised by email after the appointment has been confirmed. This is usually within two weeks of the close-off date or within one week of the interview.

QUEEN'S HIGH SCHOOL	APPLICATION FOR EMPLOYMENT						
<p>Under the Privacy Act 1993, all information given will be treated as confidential and will only be made available to those involved in the selection and appointment process. You have the right of access to personal information and to see any correction you think necessary to ensure accuracy.</p> <p>Unsuccessful applications will have their curriculum vitae returned to them if requested and any others will be destroyed once the appointment process is complete.</p> <p>For ease of processing and photocopying, please do not send CVs and applications bound or in folders.</p> <p>Please check that you have supplied the required information and mark the boxes off as you go.</p> <p>Unless you are just entering or re-entering the workforce, at least one referee should be your Principal. Other referees should have worked closely with you and be able to give work-related information.</p>	<p>Position applied for: _____</p> <p>PERSONAL DETAILS <i>(please print clearly)</i></p> <p>Title :Dr, Mr, Mrs, Ms, Miss</p> <p>Full Name: _____</p> <p>Postal Address:</p> <p>New Zealand Teacher Registration No: _____</p> <p>Expiry Date: _____</p> <p>Other contact details: <i>(delete as appropriate)</i></p> <p>Home telephone number: Leave Message Yes / No</p> <p>Business telephone number: Leave Message Yes / No</p> <p>Cell Phone: Leave Message Yes / No</p> <p>Email address: _____</p> <p>CURRICULUM VITAE CHECKLIST</p> <p>Applicants are asked to complete this Application for Employment form and return it with a covering letter of application and Curriculum Vitae for each position applied for. Your Curriculum Vitae should contain the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full employment history (most recent position first) <input type="checkbox"/> Education, training and qualifications; including conferences and courses attended in recent years relevant to this position. <input type="checkbox"/> Subjects you are prepared to teach (levels) <input type="checkbox"/> Specific skills, strengths and abilities relevant to this position. <input type="checkbox"/> Names and contact details of three recent referees who can substantiate your suitability for this position. <input type="checkbox"/> Any other relevant information and experience. <p>CITIZENSHIP <i>(please tick the appropriate box)</i></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> NZ Citizen</td> <td><input type="checkbox"/> Require NZ Work Permit</td> </tr> <tr> <td><input type="checkbox"/> Permanent NZ Resident</td> <td><input type="checkbox"/> Hold NZ Work Permit</td> </tr> <tr> <td><input type="checkbox"/> Australia Citizen</td> <td><input type="checkbox"/> Permanent Australian Resident</td> </tr> </table>	<input type="checkbox"/> NZ Citizen	<input type="checkbox"/> Require NZ Work Permit	<input type="checkbox"/> Permanent NZ Resident	<input type="checkbox"/> Hold NZ Work Permit	<input type="checkbox"/> Australia Citizen	<input type="checkbox"/> Permanent Australian Resident
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<p align="center">QUEEN'S HIGH SCHOOL</p>	<p align="center">APPLICATION FOR EMPLOYMENT</p>
<p>The information under the heading <i>Health</i> is required to assist the School to meet its obligations under the Health and Safety Act 1992 and the Accident Rehabilitation and Compensation Insurance Act 1992</p> <p>The Acts require that where possible we should reasonably accommodate applicants with such conditions.</p>	<p>HEALTH</p> <p>Have you had an injury or medical condition caused by gradual process, disease or infection – for example, hearing loss, sensitivity to chemicals, repetitive strain injuries – which the tasks of this job may aggravate or contribute to?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give details and describe any technical aids, equipment or adaptations to the workplace which you would need to make your work easier and/or increase your performance.</p>
<p>The information under the heading <i>Court Convictions</i> is required because some convictions will be unacceptable in some positions.</p> <p>If yes, you may be asked for further details at interview.</p>	<p>COURT CONVICTIONS</p> <p>Have you been convicted of any offence against the law in the last ten years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>DECLARATION</p> <p>I declare that to the best of my knowledge, the answers to the questions asked here and all information submitted with my application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed.</p> <p>I do formally give permission to Queen's High School to contact relevant persons in order to gain information relating to my application for the above position.</p> <p>Signature:</p> <p>Date:</p>
	<p>WHAT TO DO NEXT</p> <p>Please send your application to the address shown below, in time to reach us on or before the closing date.</p> <p>The Principal Queen's High School 195 Surrey Street DUNEDIN 9012</p> <p align="right">OR E-mail: qhs@queens.school.nz</p>