

**APPLICATION FOR APPOINTMENT**

**Position:** ASSISTANT TEACHER COMMERCE – FULL TIME, FIXED TERM FOR 2018

**Nelson College is an EEO Employer**

**Family Name:** Mr/Mrs/Miss/Ms .....  
(Surname) (First name(s))

**If you have taught under another name, please indicate:** .....

**Address (Home)**.....

**Address (Work)**.....

**Home Telephone:** ..... **Work Telephone:** .....

**Email Contact:** .....

**Current Registration:** ..... **Expiry Date**..... **Date of Birth:** ...../...../.....

*If you are not a New Zealand citizen and if you do not have the right of permanent residency here, then New Zealand Immigration legislation requires the following question be asked:*

Do You have a Work Permit:  Yes  No  Does not apply

Expiry date: .....

Languages spoken: .....

**Please state specialist subjects:**.....

**Please enclose**

- (i) Your current Curriculum Vitae including details of qualifications, teaching and other employment experience.
- (ii) An accompanying letter stating the particular strengths/interest you will bring to this position.
- (iii) A statement of commitment to assist with extra and co-curricular programmes to help the overall growth and development of our students at Nelson College.
- (iv) Stamped addressed envelope for return of your Curriculum Vitae.

**Referees:**

Provide details of three people who will act as Referees for you

Name & Position	Address	Contact Telephone

**Applications should be addressed to**

Headmaster  
 Nelson College  
 Private Bag 16  
 Nelson Mail Centre  
 NELSON 7042

and received by  
**4.00 pm on Wednesday, 6 September 2017**

**TIME LINE:**  
**Application due by:** 6 September 2017  
**Interviews by:** 11 September 2017  
**To:** Headmaster  
 Nelson College  
 Private Bag 16  
 NELSON  
**Telephone:** (03) 548 3099  
**E-mail:** so@nelsoncollege.school.nz

**Declarations**

1. Have you ever been convicted of a criminal offence in New Zealand or overseas or otherwise know of any reason why you should not be employed to work in the school environment?

Yes  No

2. Do you have any known condition, injury or illness that may affect your ability to carry out the duties and responsibilities outlined in the position description?

Yes  No

If you have answered "Yes" to either of these questions, please attach any comment or clarification that you would like to make. You may be asked to provide correct and true details or copies of relevant records if you answered "Yes". (Failure to provide true and correct details of a conviction or criminal offence for reason of position unsuitability, will make you liable to dismissal should you be the successful applicant. Failure to provide true and correct information about your medical history may result in loss of entitlement to any compensation from ACC or the Board's workplace accident insurer).

**"I ..... declare that to the best of my knowledge the answers in this application form and the information provided in my Curriculum Vitae are correct and I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.**

**Signed:** ..... **Date:** .....

**Privacy Act**

1. **Purpose for which the information is collected.**  
The information is collected for staff selection purposes. Please contact the school if you have any difficulty with the form.

2. **Storage**  
The information is held at Nelson College. It is accessible by members of the Appointments Committee.

3. **Access to and correction of information**  
At any time, you may request access to the information, and you may request correction of the information.

I authorise Nelson College to see information about my employment record and personal background from any of my nominated referees, former employers, Teachers' Registration Board and Police and I understand that this information will be treated in complete confidence. This shall act as sufficient discharge to the above organisation and people on release of any relevant information.

**Signed:** ..... **Date:** .....  
(Applicant)



N E L S O N  
C O L L E G E

## **JOB DESCRIPTION**

**POSITION:** ASSISTANT TEACHER COMMERCE

**TERM OF APPOINTMENT:** FULL TIME, FIXED TERM FOR 2018

### **SUMMARY OF POSITION**

The successful applicant will be responsible to the Subject HOD for the delivery of their subject curriculum programme at Nelson College.

### **KEY RESPONSIBILITIES:**

#### **1. Planning and Preparation**

The appointee will be expected to:

- be involved in the development of the curriculum scheme and unit planning.
- develop sound lesson plans for each unit of work and show a willingness to regularly review the effectiveness of lessons.

#### **2. Subject Competence**

The appointee will be expected to:

- have a sound knowledge of and a strong commitment to the Subject Curriculum.
- be competent in all aspects of the Subject syllabus.
- be willing to participate in Professional Development programmes arranged by the College and by the HOD.
- competent in NCEA initiatives.

#### **3. Teaching Techniques and Management**

The appointee will need to be able to:

- impart subject content effectively.
- adjust content and delivery to suit the level needs of the students.
- provide and maintain a purposeful working atmosphere in all classes.
- stimulate student interest and participation for both classroom and co-curricular

#### **4. Relationship with Students**

The appointee will be expected to:

- promote the personal and educational welfare of all students and to encourage learning.
- can establish and to be a sound role model in all aspects of the development of young men.

## **5. Relationship with the School**

The appointee will be expected to:

- establish and maintain effective and positive working relationships with other members of the college staff.
- contribute to the effective functioning of the whole school's operations including relationships with parents and the community.
- Actively contribute to the school's co-curricular programmes throughout the year.

## **6. Personal Specifications**

The appointee will need to:

- can teach senior and junior subjects as advertised
- be familiar and at ease with the curriculum and its content.
- have a positive outlook on teaching, and be enthusiastic and passionate about this subject.
- can use a range of teaching styles for different learning needs.
- can work as part of a team.
- Be enthusiastic and passionate.

**Please ensure that all Senior / Junior subjects which you are qualified for and willing to teach are clearly identified with a detailed account of your work experience both with a school and in other areas.**

**August 2017**