

## Application for Appointment (Teaching/Non-Teaching)

### Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

**POSITION APPLIED FOR:**      **Guidance Counsellor**  
**Permanent/Full time**

### PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:
Postal Address:	
Telephone Nos: Home:	Mobile:
Email Address:	
Ministry of Education Employment No (if previously employed in the education sector):	
Date of Birth:	Gender:      Ethnicity:
Emergency Contact Name:	
Telephone Nos: Home:	Mobile:
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)	
Any other personal details relevant to your application for appointment:	

### REGISTRATION (if applicable)

Status of Registration: Full <input type="checkbox"/> Provisional <input type="checkbox"/> Subject to Confirmation <input type="checkbox"/> LAT <input type="checkbox"/>
Registration Number:      Renewal Date:

### CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. An outline of relevant qualifications and experience, including your current position.
3. The strengths and abilities you would bring to this position.
4. An indication of subjects (and levels) you would be prepared to teach.
5. Those ex-curricular activities you are willing to assist with.

## REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

## DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of any offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

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Please return this form in an envelope clearly marked JOB APPLICATION to:

Daniel Wilson  
Principal  
Nayland College  
Nayland Road  
Stoke 7011  
Nelson

School Ph: (03) 547 - 9769  
Fax: (03) 547 - 3498

Email: [sarah.luton@nayland.school.nz](mailto:sarah.luton@nayland.school.nz)

It is the applicant's responsibility to ensure that this application reaches the Principal before the specified closing date: **12 noon Friday 4 September 2020**



## INFORMATION FOR APPLICANTS

*Nayland College is held in high regard as an educational leader whose hard-working staff provide balanced educational opportunities that meet our students' needs.*

### VACANCY

#### POSITION:

**Guidance Counsellor**  
**Permanent | Full time**

We are seeking an experienced, proactive guidance counsellor to support our Nayland College students. The key tasks of the role are to provide a high standard of support for students, to promote emotional and mental wellbeing, self-confidence and resilience.

The candidate must be a member of the NZAC but teacher registration is not a requirement of this role. Position commences by negotiation.

The successful applicant will be an enthusiastic, collaborative student guidance counsellor preferably with previous experience in this type of role.

As a Microsoft Showcase school and finalist in the 2019 Prime Minister's Education Excellence awards, Nayland College is a progressive co-educational school. We are located in the beautiful city of Nelson, giving you the opportunity to teach whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

The college's values of success, opportunity, ako and respect underpin our teaching and learning and your commitment to those values through our PB4L and restorative practices is an expectation.

Applicants for this position should have NZ residency or a valid NZ work visa.

#### APPLICATION:

Applications close with the Principal at **12 noon on Friday 4 September.**

Please complete the attached application form, include a covering letter and CV detailing qualifications and previous experience, and either email or post to the details below.

Email: [sarah.luton@nayland.school.nz](mailto:sarah.luton@nayland.school.nz)

Address: Nayland College, 166 Nayland Road, Stoke, Nelson 7011



# NAYLAND COLLEGE

TE KĀRETI O NEIRANA

**INTERVIEWS:**

Shortlisted applicants will be contacted for an interview within two weeks of the closing date.

**APPOINTMENT:**

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties as soon as available.

**ADDITIONAL INFORMATION:**

A job description and relevant application form is attached.

Enquires can be answered by:

Linda McDougall – Head of Counselling

P: 03 547 9769 ext 808

E: [linda.mcdougall@nayland.school.nz](mailto:linda.mcdougall@nayland.school.nz)

Nayland College is an equal opportunities employer. Please contact the Principal if there is further information or clarification required.

Thank you for your enquiry.

Daniel Wilson  
**PRINCIPAL**

# GUIDANCE COUNSELLOR

## JOB DESCRIPTION 2020

**Employee Name:**

**Tenure:**

**Permanent / Full time**

**Responsible to:**

**(i) Principal (Daniel Wilson)**

**(ii) Head of Counselling (Linda McDougall)**

Duties		
1.	<b>As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies</b>	<ul style="list-style-type: none"> <li>Positive professional relationships with all staff members are maintained.</li> <li>Contact with all students, is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance.</li> <li>School administration is supported.</li> <li>The hours of work, as arranged, are strictly followed.</li> <li>The line manager is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary.</li> <li>Any other tasks as allocated or directed by the Senior Leadership Team.</li> </ul>
2.	<b>Primary Expectations</b>	<ul style="list-style-type: none"> <li>Support of the school Head of Counselling, Deans and Senior Management.</li> <li>This is a role which deals with students in a non-directive way.</li> <li>Guidance and counselling tasks involve work with individuals (students, teachers, parents, outside agency representatives) and small groups.</li> </ul>
3.	<b>Specific Areas of Operation</b>	<ul style="list-style-type: none"> <li>Providing a professional counselling service for students and members of the college community.</li> <li>To work collaboratively with staff to enable clients to make the most of their learning opportunities and foster and develop resilience.</li> <li>Being proactive to provide strategies, interventions and write support plans.</li> <li>Providing mediation assistance to students and staff who have relationship difficulties within the classroom.</li> <li>Playing a vital role in the specific groups linked to the counselling area.</li> </ul>
4.	<b>Supporting Deans and Senior Management</b>	<ul style="list-style-type: none"> <li>Providing professional counselling to individual clients.</li> <li>Contacting and working with parents and outside agencies (with the client's permission) as needed, to achieve goals.</li> <li>Working with students whose attendance patterns are causing major concerns due to mental health issues.</li> <li>Liaising with staff, the deans and parents as appropriate with the client's permission.</li> </ul>

Duties		
5.	Requirements	<ul style="list-style-type: none"> <li>To follow the New Zealand Association of Counsellors (NZAC) Code of Ethics.</li> <li>To work as a vital member of Nayland College's counselling team.</li> <li>To undertake external supervision.</li> <li>To maintain adequate records of work.</li> <li>To attend school meetings, family conferences organised by Child Adolescent Mental Health Service (CAMHS), Alcohol &amp; Other Drug Services (AOD) SVS, Oranga Tamariki, Ministry for Children and Youth Justice and liaise with other agencies where necessary.</li> </ul>
6.	General	<ul style="list-style-type: none"> <li>It should be noted that other tasks and duties may be allocated by agreement in consultation with the HOD Guidance Counsellor and the Principal as and when required.</li> </ul>

## PERFORMANCE REVIEW

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Note: This Job Description should be read in conjunction with the relevant Contract of Employment.

This job description may be reviewed annually at the discretion of the Principal.

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**Daniel Wilson** (Principal)

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(Employee)

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**Dated**