

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: **Itinerant Music Teacher – Piano/Drums/Guitar** *(Circle which apply)*
Fixed term (2023) / Part time (Hours TBC, term time only)

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*? <i>(*Please circle as applicable. Relevant documents must be sighted.)</i>	
Any other personal details relevant to your application for appointment:	

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.

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 and previous employers. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

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

It is the applicant's responsibility to ensure that this application reaches the Principal before noon on the specified closing date: **Monday 23 January 2023**



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

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:

Itinerant Music Teacher - Piano/Drums/Guitar *(Circle which apply)*
Fixed term 2023 | Part-time, hours TBC, term time only,

We are seeking dynamic and enthusiastic music teachers to join our hardworking itinerant team. In this position you will be providing a high standard of instrumental tuition to individuals and groups of students at Nayland College.

Successful applicants will have strong communication skills, a sound work ethic and enjoy working with students.

Applicants will be required to either hold a current practicing certificate through the Teaching Council of Aotearoa New Zealand, or be prepared to obtain a LAT (Limited Authority to Teach).

We are located in the beautiful city of Nelson, giving you the opportunity to work whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

Applicants must have NZ residency or a valid NZ work visa.

APPLICATIONS:

Applications close at 12 noon Monday 23 January 2023.

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

Address: 166 Nayland Road, Stoke, Nelson 7011



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

INTERVIEWS:

Shortlisted applicants will be contacted for an interview within one week of the closing date.

APPOINTMENT:

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties in term one of 2023. (Exact date TBC with Head of Music upon appointment).

ADDITIONAL INFORMATION:

Enquiries to:

Sarah Luton, PA to the Senior Leadership Team

E: sarah.luton@nayland.school.nz

P: 03 547 9769 ext 800

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

Thank you for your enquiry.

Daniel Wilson
PRINCIPAL

JOB DESCRIPTION



NAME:

POSITION: Itinerant Music Teacher

TENURE: Fixed term 2023 | Part-time, hours TBC, term time only

RESPONSIBLE TO:

- (i) Nayland College Board (Lee Corlett, Presiding Member)
- (ii) Principal (Daniel Wilson)
- (iii) Head of Learning Area: Arts (Ross Gerritsen)
- (iv) Head of Subject: Music (Kay MacKenzie)

PRIMARY EXPECTATIONS

To provide a high standard of instrumental tuition to students at Nayland College.

KEY ROLES

1. To set up and maintain a timetable and to monitor attendance, following up absences when appropriate.
2. To prepare and deliver instrumental music lessons to small groups of students, developing specific learning objectives for each student/group and working towards their achievement.
3. To prepare all students to perform in public with some degree of success.
4. To prepare senior students for solo and ensemble performance assessments.
5. To report on student progress as and when required.
6. To develop and maintain a safe physical and emotional studio environment which encourages respect, understanding and the acceptance of others' beliefs and values.
7. To maintain a high standard of professional conduct at all times.
8. To check and maintain the instrument stock advising the HOLA Arts / HOS Music of any repairs needed.
9. To advise on the purchase and care of music.
10. To participate in appropriate administrative tasks and meetings when requested to by the HOLA Arts.
11. To establish and maintain effective working relationships with the staff of the school.

Special Responsibilities (as negotiated)

Professional Growth and Performance Review

Each teacher is expected to:

- Participate in Nayland's performance appraisal processes that satisfy mandatory requirements
- Be involved in self-directed, departmental and school-wide professional development
- Engage in regular dialogue with their HOLA, including discussions around strategies for ongoing professional growth
- Performance will be reviewed with respect to effectiveness with which the key roles detailed in this job description are being performed.

NAME

Itinerant Music Teacher

Daniel Wilson

Principal