



# Application for Appointment (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 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: Kaiakoo te reo M ori  
Permanent | Full-time (Head of subject and management units negotiable)

## PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:
Postal Address:	
Home Phone	Mobile Phone
Email Address:	
Ministry of Education Employment No (if previously employed in the education sector)	
Date of Birth:	Gender:

## 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.

- x 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

## INFORMATION FOR APPLICANTS



# KAIAKO/TEACHER JOB DESCRIPTION 2025

NAME:

POSITION: Kaiakoo te reo M ori (Head of subject & management units negotiable)

TENURE: Permanent | Full-time

RESPONSIBLE TO: (i)

	<ul style="list-style-type: none"> <li>• Provide timely and appropriate feedback to students.</li> <li>• Meet school obligations for reporting to students and parents/caregivers via written and interview formats.</li> </ul>
Student Management and Pastoral Care	<ul style="list-style-type: none"> <li>• Create a familylike context within the classroom by building relationships, celebrating diversity, acknowledging student identity and maintaining high expectations for all.</li> <li>• Promote, acknowledge and reward positive student behaviour through explicit teaching of the SOAR values and use of PB4L strategies.</li> <li>• Establish clear classroom routines, keep timely and accurate attendance records and follow classroom culture systems.</li> <li>• Know strengths, weaknesses and aspirations of individual students and work to accommodate these through both curriculum delivery and pastoral care, giving careful attention to target learners in need of additional support.</li> <li>• Provide academic mentoring and / or guidance to students in subject specific and / or tutor teacher capacity.</li> <li>• Actively work to involve families and whānau in the learning process</li> <li>• Use a restorative approach to managing areas of conflict and behaviour management, following Nayland College's restorative practice processes.</li> </ul>
Wider School Contribution	<ul style="list-style-type: none"> <li>• Contribute positively to the corporate life of the school by attending staff meetings, doing duty, meeting tutor teacher requirements, and maintaining Nayland College standards and expectations.</li> <li>• Maintain a high standard of professional conduct and integrity at all times.</li> <li>• Maintain effective working relationships with, and support for, colleagues through open, accurate, constructive and timely communication.</li> <li>• Support and promote waka spirit and unity by encouraging students to engage with and participate in waka activities and assemblies.</li> </ul>
Special Responsibilities	<ul style="list-style-type: none"> <li>• (As negotiated and delegated by HOLA and Senior Leadership Team)</li> </ul>
Professional Growth and Performance Review	<ul style="list-style-type: none"> <li>• Participate in Nayland's professional growth cycle processes and satisfy mandatory requirements</li> <li>• Engage in self-directed, learning area and schoolwide professional development including regular discussion with HOLA on strategies for professional growth.</li> </ul>

Compliance with  
the  
College strategic  
and annual plans

the  
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