

29 October 2024

Dear Applicant

**Commerce/Economics Teacher  
Full Time, LTR (Maternity) Position**

An exciting opportunity exists for a passionate, enthusiastic and suitably qualified teaching professional to teach Commerce/Economics at Cromwell College for 2025. Applicants should also state other teaching strengths. The position is fixed term long term relieving while the current teacher is on maternity leave for 2025.

We are an innovative, well-equipped and well-resourced, Year 7 – 13 school with welcoming students, committed and collegial staff and a strong supportive relationship with our local community. The successful applicant will have the ability to form positive professional relationships with staff and students and possess the skills, drive and desire to provide the best possible learning opportunities for our students. The successful applicant will display strong and supportive professional leadership of the staff teaching Social Sciences.

Cromwell College has a growing roll of 647 students and our school curriculum contains a wide range of traditional academic and vocationally oriented subjects. Our Board of Trustees and staff are committed to making Cromwell College an outstanding secondary school. We are keen to see the school grow and develop, and the appointment and development of quality staff continues to be a key element in the overall success of our school.

Cromwell is a vibrant forward thinking rural community with a current population of approximately 6500. The town benefits from a range of excellent facilities for its size and is in a stage of sustained growth with major investment in viticulture, horticulture, tourism and regional service industries.

Enclosed with this letter are a job description and application form. You will find further information about Cromwell College on our website at [cromwell.school.nz](http://cromwell.school.nz).

Applications close **Tuesday 12 November 2024, 3.00pm**

Thank you for your interest in our school. If you wish to visit the College or have any other questions then please contact me.

Yours sincerely



Mason  
Stretch  
Principal

## **Person Specification**

- 1 Talented and passionate teacher trained in Commerce, specialising in Economics, holding current NZTC registration.
- 2 Possess a relevant tertiary qualification.
- 3 In-depth current knowledge of the New Zealand Social Sciences Curriculum including current trends in pedagogy, curriculum content, assessment, etc.
- 4 Qualified to teach Economics/Business Studies to Year 13.
- 5 Clear understanding of, and empathy with, the special character of a Year 7 - 13 rural school.
- 6 Evidence of a collegial approach to teaching, managing and leading.
- 7 Evidence of a collegial approach to leading continuous school improvement
- 8 Well-developed skills in communication and interpersonal skills.
- 9 Evidence of on-going professional development.
- 10 Evidence of excellent and creative practice in classroom teaching.
- 11 Commitment to co-curricular activities offered at the College.
- 12 Commitment to the philosophies of PB4L and restorative practices.

## **Job Description**

**Teaching** – The teacher will be expected to teach up to 20 out of 25 periods.

The terms and conditions of employment are those defined in the Secondary Teachers' Collective Agreement.

**Appraisal** – Teachers will be appraised against the job description and also against the general requirements and professional standards for classroom teachers as detailed in the Secondary Teachers' Collective Employment Contract.

**Overall task** - Teach effectively and manage the effective delivery of curriculum to students. Under the direction of the faculty head complete required tasks related to curriculum delivery, student management, resource management, resource development and other tasks as may arise from time to time.

### **Specific Tasks**

- 1 Be responsible, under the direction of the Heads of Faculty, for the planning and delivery of instruction, the development and maintenance of the curriculum, development and implementation of assessment tasks and other duties as may be required for the smooth running of the faculty and the subjects taught.
- 2 Contribute as required to the school's pastoral care structure.
- 3 Further the goals and objectives of the school as outlined in its strategic plan
- 4 Completion of all administrative requirements for teachers in such matters as reporting, duty, compliance and other matters as may arise from time to time.
- 5 Contribute to the wider life of the school.
- 6 Meet the criteria for quality teaching as specified in the Secondary Teachers' Collective Employment Contract.
- 7 Meet the requirements of the Standards for Teachers and Code of Professional Responsibility as outlined by the Education Council.

**Commerce/Economics Teacher  
Full Time LTR (Maternity Leave) Position starting Term 1,  
2025**

Thank you for applying for a position with our school. Please ensure you have a copy of the Job Description and Person Specification before completing this application.

- 1 Please provide a covering letter and complete this application form personally.
- 2 Attach a curriculum vitae (CV) containing any additional information, work experience, qualifications, any written references etc
- 3 Copies only of qualification certificates should be attached.
- 4 If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
- 5 This application form and support documents will be held by the school. You may access them in accordance with the provision of the Privacy Act 1993.

If you have any queries, please contact the school administration.

Please email to [pa@cromwell.school.nz](mailto:pa@cromwell.school.nz) or post/deliver to

**The Principal  
Cromwell  
College Barry  
Avenue Cromwell  
9310**

**Application close on Tuesday 12 November 2024, 3.00pm**

**CRITERIA FOR APPOINTMENT**

In considering applications for positions the Board of Trustees shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria ~

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position; and
2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position

Any offer of employment made is conditional upon a satisfactory Police check being obtained.



**Commerce-Economics Teacher  
LTR Full Time (Maternity) position 2025**

Family Name		
First Names		
Present Position		
Contact Address		
Work Phone Number		
Cell Phone Number		
Home Phone Number		
E-Mail Address		
Date of Birth		
Teacher Registration Number		
First Aid Status	Current/Expired	Expiry Date:
Residency Status		
Drivers Licence	Licence#	Expiry Date:

<p>If you wish, please state any special qualifications, experience or strengths you feel you possess which support your application. These may be included in your cover letter.</p>

Convictions Against the Law / Unsuitability for the Position

Have you ever been convicted of any criminal offence against the law or otherwise know of any reason why you should not be employed to work in the school environment?

Yes / No

If you have answered yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

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Have you had any injury or medical condition caused by a gradual process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries or other condition which the tasks of this job may aggravate or contribute to and do you have any health problems which would prevent you from carrying out the work as described in the job description or person specification.

Yes / No

If you have answered yes, please provide full details

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Please note that all Cromwell College buildings, grounds and vehicles are smoke-free.

**REFEREES**

Please provide the names and addresses of three referees who are able to comment on you in a professional capacity. Preferable referees are those who have been in a supervisory role in an employment situation (Principal, Manager, CEO etc).

Name	
Address	
Relationship to you	
Home phone	
Work phone	
Cell phone	
Email	

Name	
Address	
Relationship to you	
Home phone	
Work phone	
Cell phone	
Email	

Name	
Address	
Relationship to you	
Home phone	
Work phone	
Cell phone	
Email	

Please note: The selection panel may consult people, other than the nominated referees, as part of the appointment process.

Signature:

Date: