

29 October 2024

Dear Applicant

**Junior Homeroom Teacher (Year 7 - 8) Permanent Full Time Position  
Commencing Term 1 2025**

Thank you for your interest in this full time permanent position as a Year 7 - 8 Homeroom Teacher at Cromwell College, commencing at the beginning of Term 1 2025.

The Homeroom Teacher is mainly responsible for delivery of English, mathematics, science and social studies to Year 7 or 8 students. Applicants may be expected to teach in Year 9 and 10 depending on knowledge and skills and should state their other strengths.

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.

Cromwell College has a roll of around 640 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 one of New Zealand's best rural schools. 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 the 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 and regional service industries.

Enclosed with this letter are a job description, application form, last year's school magazine and additional information about the school and the area.

**Applications close: 12 November 2024 at 3.00pm**

You will find further information about Cromwell College on our web site at [cromwell.school.nz](http://cromwell.school.nz) and if you wish to visit the College or have any other questions then please contact me. Thank you again for your interest in our school.

Yours sincerely



Mason Stretch  
Principal

### Person Specification

- 1 Competent, trained teacher holding current NZTC registration.
- 2 In-depth current knowledge of the New Zealand Curriculum including current trends in pedagogy, curriculum content, assessment, etc.
- 3 An ability to teach core subjects to Year 7 and 8 and an ability to teach a core subject (English, Mathematics, Science, Social Studies, Physical Education and Health) up to Year 10.
- 4 A clear understanding of, and empathy with, the special character of a Year 7 - 13 rural school.
- 5 Possess a relevant tertiary qualification.
- 6 Evidence of a collegial approach to teaching.
- 7 Well-developed skills in communication and interpersonal skills.
- 8 Evidence of on-going professional and curriculum development skills
- 9 Evidence of excellent and creative practice in classroom teaching.
- 10 Commitment to co-curricular activities offered at the College.
- 11 Competence with ICT, e learning and digital technologies.
- 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 heads of faculty 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 Further the goals and objectives of the school as outlined in its strategic plan
- 3 Completion of all administrative requirements for teachers in such matters as reporting, duty, compliance and other matters as may arise from time to time.
- 4 Contribute to the wider life of the school.
- 5 Meet the criteria for quality teaching as specified in the Secondary Teachers' Collective Employment Contract.

**Junior Homeroom Teacher (Year 7 - 8)  
Full Time Permanent Position**

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 must 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 it 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)

**Application close: 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.



**Junior Homeroom Teacher  
Permanent Full Time 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:

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.


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: