



12 August 2022

Dear Applicant,

Thank you for your interest in applying for permanent, full time teaching position of TIC Media Studies at St Andrew's College, commencing Thursday 26 January 2023.

The following information is included with this package:

- Application form and referees' details;
- Questionnaire;
- Person Specification.

Important notes for applicants

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a covering letter (maximum two pages A4) outlining the strengths and abilities you would bring to this position. Your letter should mention your education philosophy and include your views on teaching and student learning, student achievement and teacher professional practice, appraisal and learning and what you would bring to the co-curricular life of the College.
3. Attach a Curriculum Vitae (CV) that includes:
 - a) relevant qualifications and experience, teaching service and responsibilities;
 - b) co-curricular activities you are interested in.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
7. This application form and supporting documents will be held by the College. You may access it in accordance with the provisions of the Privacy Act 1993.



St Andrew's College

I draw your attention to our website where you will find more information about the College, stac.school.nz.
The 2023 Curriculum Book may be viewed at: stac.nz/Curriculum.

Applications for this position close 9.00am, Friday 14 October 2022.

Please address your application, consisting of a covering letter, a CV, **and completed forms** to Evert van Florenstein, Head of Secondary School, and email to HOSSPA@stac.school.nz

If you have any enquiries regarding this position, please contact Evert van Florenstein, Head of Secondary School, +64 3 940 2013 or email EVA@stac.school.nz

We look forward to receiving your application.

Yours sincerely

Evert van Florenstein
Head of Secondary School
St Andrew's College



St Andrew's College

Position Description: *Teacher in Charge of Media Studies*

Position	TIC Media Studies
Responsible to	Assistant Head of Secondary School (Innovative Practice)
Appraisal Responsibility for	Teachers of Media Studies Technician (TV and Film)
Functional Relationships with	Technology Department Communications Department Head of Culture and Values Head of Middle School / Head of Senior College
Appraised by:	Assistant Head of Secondary School (Innovative Practice)
Action and Annual Plan	To be presented to appraiser
Remuneration:	1 Management Unit
Teaching load:	16 hours plus a tutor class

General Statement of Responsibilities to:

1. Provide and facilitate professional leadership within Media Studies.
2. Provide co-ordination, management and supervision of long term and day to day curriculum development, planning, delivery, and operations within Media Studies.
3. Provide an environment where a sense of well-being is fostered and maintained.
4. Provide the administrative framework within which students and staff may function effectively.
5. Ensure that there is a suitable subject assessment programme for all levels or areas.
6. Provide, through formal and informal interactions, appropriate support to teachers in their professional tasks and in the management of student behaviour.
7. Provide an effective communication link between senior management and Media Studies.
8. Maintain effective and appropriate relationships both within the school and with its community.
9. Promote and protect the interests of Media Studies where appropriate in matters such as timetable construction, calendar creation, budget setting and resource allocation.

Responsibility Area One: Professional Leadership

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Actively supports the code of responsibility and professional standards and College expectations / requirements2. Develop a philosophical framework that aligns with the values and culture of the College, based on best evidence.3. Develop a strategic plan that outlines the goals for the department.4. Actively engaged in professional learning and cycles of continuous improvement.5. Uses department meetings to lead professional discussion.6. Supports staff in their teaching and support roles and encourages professional development.7. Provides appropriate guidance and support to staff.8. Assists in the selection and appointment of new staff members.9. Participates actively in the school's performance management system.	<ul style="list-style-type: none">• Staff meet the requirements of the code of responsibility and professional standards and College expectations / requirements.• Senior leaders are informed of any issues.• A philosophy for Media Studies is articulated.• A strategic plan for Media Studies is developed.• Staff are engaged with professional learning.• Staff maintain up to date knowledge of developments in teaching and learning and participate in the profession beyond St Andrew's College.• Department meetings are used as opportunities for professional discussion.• Staff in the department feel valued and supported in their development as professionals.• Professional advice is given in the recruitment, selection, and appointment of new staff within the department.• Teaching and technical staff actively engage in the appraisal / Professional Growth Cycle process and complete an annual appraisal report.

Responsibility Area Two: Curriculum Planning and Delivery

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Ensures programmes and plans for each year level are up to date and reflect the New Zealand Curriculum.2. Collaborates with staff to develop programmes that meet the needs of a diverse range of learners.3. Actively supervises staff and checks on planning and records.	<ul style="list-style-type: none">• Appropriate guidelines for planning programmes of learning in line with the New Zealand Curriculum and College policies.• Curriculum coverage in the department meets the needs of a diverse range of learners.• Collaboration to take place with:<ul style="list-style-type: none">• Teachers of Media Studies across other schools• N.A.M.E (subject association)• There is a collaborative approach to planning, assessing and delivery of programmes.• Teaching and technical staff are kept informed of programme and industry developments.

Responsibility Area Three: Student Assessment and Reporting

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Develops and maintains an assessment system, in accordance with the College Assessment Policy.2. Ensures students are kept informed of all assessment deadlines and expectations.3. Supervises analysis of aggregated assessment data with the support of the Assistant Head of Secondary School data analyst.4. Oversees reporting to parents in subject area.5. Ensures that assessment data is used to inform programme planning.6. Provides professional support to teachers in assessment methods and record keeping.	<ul style="list-style-type: none">• Appropriate methods of assessing student achievement against any accepted standards or achievement objectives are used.• Accurate records are kept, and analysis assists in identifying student learning needs, which are then used to inform planning.• Parents are kept informed of student progress and achievement.

Responsibility Area Four: Department Administration

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Oversees allocation of staff to classes when required by the timetable.2. Oversees the maintenance and development of the TV studio and equipment.3. Suggests areas for budget expenditure (both short and long term) and maintains accurate records of purchases.4. Works within a budget, monitoring this throughout the year.5. Manages curriculum and department resources well.	<ul style="list-style-type: none">• Class allocations are fair, balanced, and allow for professional development of staff in the department.• TV studio is well maintained and updated as required.• Department assets are monitored and maintained.• Financial resources are well-managed.• Disbursements reflect the true cost of the various activities.• Departmental resources and records are stored appropriately.• Assets are kept on a current register or inventory.

Responsibility Area Five: Student Assessment and Reporting

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Develops and maintains an assessment system, in accordance with the College Assessment Policy.2. Ensures students are kept informed of all assessment deadlines and expectations.3. Supervises analysis of aggregated assessment data with the support of the Assistant Head of Secondary School data analyst4. Oversees reporting to parents in subject area.5. Ensures that assessment data is used to inform programme planning.6. Provides professional support to teachers in assessment methods and record keeping.	<ul style="list-style-type: none">• Appropriate methods are used to assess student achievement against any accepted standards or achievement objectives.• Accurate records are kept, and analysis assists in identifying student learning needs, which are then used to inform planning.• Parents are kept informed of student progress and achievement.

Responsibility Area Six: Behaviour Management

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Provides sound advice and support to staff in their classroom behaviour management.2. Gives appropriate advice to teachers relating to behaviour management.3. Liaises as necessary with senior/pastoral staff regarding behaviour issues.4. Deals in a positive and appropriate manner with referred discipline issues.5. Follows school policy guidelines when working with students.6. Maintains accurate notes on student referrals.	<ul style="list-style-type: none">• Maintains contact with year level Deans to ensure the department feels supported in dealing with behaviour management.• Students are treated with courtesy, consideration and dignity in a manner that respects cultural diversity and the rights of the individual.• The school behaviour management policies and procedures are followed at all times.

Responsibility Area Seven: Communication

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Creates an annual action plan that is consistent with the school's vision and goals to address issues identified by the analysis of student achievement data.2. Meets as required with senior managers.3. Holds regular department meetings to disseminate information.4. Keeps accurate meeting minutes.5. Contributes as required to school reviews and policy development.6. Attends HOD meetings, as needed.7. Attends (or sends a representative to) local subject specific association meetings.	<ul style="list-style-type: none">• Progress towards meeting College and Department Annual Goals are tracked.• An annual report and action plan is written to summarise each year.• Senior Leaders are kept up to date with any issues relating to the department.• There is an ongoing and strong link between College wide policy, procedures and programme planning and Media Studies teachers.• All Media Studies staff are kept fully informed, meetings run smoothly and effectively, accurate records are kept.

Responsibility Area Eight: Relationships and Representation

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Represents department views in meetings.2. Develops strong and positive relationships with students, staff and parents that are focused on learning.3. Actively promotes an environment of well-being, both for staff and students.4. Provides positive feedback and support.5. Actively supports school policy decisions, strategic targets and plans.6. Provides a positive role model to the College community.7. Contributes to the full life of the College, including extra-curricular activities, major school events and encourages others to do so.8. Promotes the subject through extension and enrichment opportunities, including competitions, celebrations etc.	<ul style="list-style-type: none">• Assists in presenting a college-wide positive image.• Helps to enhance relationships with all members of the College community.• Actively participates in and supports general school policy direction and strategic targets.• Together with the Technician, leads the school TV and Film Academy.• Leads and runs the annual student 'Film Festival'.• Liaises and supports Communications Department, the Head of Culture and Values, the Media technician, and student film crew with the filming of special school events e.g., assemblies, athletics day, swimming sports etc.

St Andrew's College – Application Form

Please note: Issues can arise if this PDF form is completed using PDF readers other than Adobe Reader or Adobe Acrobat.

Position applied for: _____

Personal details

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Full Postal Address: _____

Contact Telephone: _____

Email Address: _____

Date of Birth: _____

Teacher Registration No. _____

Status:

Registered Teacher Current Practicing Certificate

Provisionally Registered Teacher Subject to Confirmation

Not Registered

Present Teaching Position

School: _____

Date Appointed: _____

Nature of Appointment:

Permanent Management Unit

Full time Part time Relieving

Referees

Please provide the names and contact details of three referees below.
Any referee's report will be confidential to the Head of Secondary School.

PLEASE NOTE – CONTACT WITH REFEREES WILL BE MADE ONCE APPLICANTS HAVE BEEN SHORTLISTED FOR INTERVIEWS.

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Questionnaire

PLEASE PROVIDE A WRITTEN RESPONSE TO EACH QUESTION

This section is designed to assist the interviewing panel in matching applicants to the objectives in the Person Specification. Short-listed candidates will have a selection of nominated referees contacted, so please include contact numbers for any referees nominated for this section. **Please limit your answers to the space provided.**

For this section you may use referees different to those indicated on the referee form.

QUESTION 1

Teaching & Learning Skills

What transferable/life skills do students learn in Media Studies.

QUESTION 2

Professional Skills

Please give an example of some professional development you have found useful. Explain how you have used what you learned in your current role.

Declarations

- (a) Please describe any injury or illness, or other known conditions you have or have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

- (b) YES NO 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?

- (c) YES NO Have you ever received diversion or otherwise know of any reason you should not be employed to work in the school environment?

- (d) YES NO Do you have any charges pending?

If you answered YES to question (b), (c) or (d), you will be asked to provide a copy of the relevant court records, and asked to comment further.

- (e) I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and attached CV is true and correct. I understand that this may be verified and that failure to provide correct and true information may make me liable to dismissal from the employment of the Board of Trustees.

Signature: _____ Date: _____

CONFIDENTIAL ENQUIRIES

I give St Andrew's College permission to seek information about my employment and personal background. I understand that this information will be treated in complete confidence, and only used for staff selection purposes. I understand that, if necessary, the Board of Governors or a nominated representative, may approach persons other than the referees I have supplied, to gather information related to my suitability for appointment to this position. This may include approaching the New Zealand Education Council.

Signature: _____ Date: _____