



Dear Applicant

Thank you for your interest in working at Pinehurst School.

I hope you will find the accompanying pack useful and informative. It contains some brief information about our school, some details about how to apply, and a form or two to fill in. After reading the information, if you have any questions or wish to find out any more information, please feel free to contact Lisa Jones. We would also be delighted to welcome you for a pre-application visit should you wish to see more of us. Just let Lisa know.

The only other thing I'd like to add is a general point about the person we would like to appoint. We don't have a "person specification", although we do of course include a Job Description. That's because we are an open-minded, diverse school, and we have no preconceptions about the people we want working with our children. I do, though, need all of our staff to have two qualities above all others:

- You need to love working with young people
- You need to be prepared to do everything you possibly can to ensure that they are happy and successful

I hope, after reading this pack, you will decide that Pinehurst is a school that you would like to work in. I look forward to meeting you.

Yours faithfully

Alex Reed
Executive Principal



PINEHURST SCHOOL

Application Pack

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Timeline

Pinehurst has set the following timeline for the appointment of our new teacher. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeline for the appointment	
Advertisement Listed	8/09/17
Closing date for applications	6/10/17
Shortlist/Referee Checks	16/10/17
Interviews	Week commencing 16/10/17

Pinehurst School

Pinehurst is one of New Zealand's leading independent schools. We offer children care, guidance and exceptional opportunities, in and out the classroom, from the age of 5 to the final days a young person has in school before heading to university or the world of work.

The school is in Albany, on Auckland's North Shore, a few minutes from the motorway and from one of Auckland's largest shopping malls. Our grounds are large, green and fringed with trees; but our school is small enough to ensure that nobody gets lost. There are around 850 students in total, and we think that this is just about the perfect number: everybody knows who everyone is, and we are large enough to offer a very wide range of opportunities inside and outside the classroom.

Our school is a caring one: ours is a family. As in all families, there is a diversity of views and opinions, and we encourage those to be expressed within the context of our professional respect for each other. That said, there are core values which inform all that we do. Pinehurst's mission includes providing each student with an excellent education in a safe, supportive environment that promotes self-discipline, leadership, motivation and excellence in learning, for example, and this is something we all believe in, and expect all of our staff to support. We also want students to develop skills to become independent and self-sufficient adults who will succeed and contribute responsibly in the global community. Ours is a community led by values.

And our classes are smaller than you will find in other schools: this helps our teachers to offer children individual attention, and to make sure that they are supported and challenged in their learning. This, fundamentally, is what matters to us more than anything else.

There are employment benefits to working at Pinehurst. But the biggest benefit of all is that you will be joining a community that will support your development as a teacher, and that will enrich your life.

Nothing matters more than the relationship between a teacher and a young person. It's the foundation of learning, and supports the happiness of the whole community. At Pinehurst, our wonderful students enable teachers to build an environment where the focus is always on learning.

- Class sizes are small: up to 22 in the primary school, between 15 and 25 in Years 7-9, and averaging around 15 in Years 10-13. In Years 12-13, it's not unusual to have classes of fewer than 10 students. Small classes lead to individual attention, and the time to devise responses that address student's specific learning needs.
- A calm, settled atmosphere in the classroom and around the school. We have clear expectations of students' conduct, and they nearly always exceed our expectations. You always have the time and the environment for real teaching and learning.
- Excellent resourcing: you have the technological resources you need, the classroom environment to support learning and the additional resourcing of the Cambridge International Examinations system. You have all the support you could possibly need.
- A settled, rigorous assessment system. We teach the Cambridge International Examinations system from Years 1-13. We were the first school in New Zealand to do so. That means that we have a secure, internationally-recognised, stable and rigorous assessment framework, supported internally, nationally and internationally by other teachers.

And we offer:

- A generous pay package positioned above the state salary;
- A staff discount of 50% on tuition fees at our school;
- Generous financial assistance for your post graduate studies;
- A generous income protection insurance package to give you peace of mind

Information for Applicants

1. Please complete the form, and sign and date where indicated on the last page.
2. Attach a Curriculum Vitae containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Attach a covering letter explaining how your experience, skills and professional philosophy make you a strong candidate for Pinehurst School.

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.

This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.

CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and then be destroyed.

All information received will be confidential to the Executive Principal and the Appointment Committee.

**College Teacher
Position Description**

Responsible to: Head of Department, Head of College (Curriculum and Assessment), Executive Principal

The position of College Teacher is one primarily of curriculum implementation and delivery in one of the key learning areas of the College's operation. The following are key tasks associated with the position:

Key Task – Curriculum	Expected Outcomes
<ul style="list-style-type: none"> • Ensure that a sound understanding of relevant curricula is maintained • Effectively deliver the curriculum as outlined in the relevant Scheme of Work • Maintain balanced and innovative teaching plans • Write and administer assessments as appropriate • Assess student progress as outlined in the Assessment Schedule • Assist the Head of Department with the management of assessment and reporting for the subject • Meet all requirements for reporting 	Curricula are effectively delivered, assessment and reporting is as per faculty and College guidelines.
Key Task - Students	Expected Outcomes
<ul style="list-style-type: none"> • Meet individual needs and strengths to enable students to reach their full potential • Create a happy secure environment to motivate and inspire students to achieve excellence through high expectations and stimulating programmes • Guide students towards independence and acceptance of their responsibility for their own learning • Distribute Course Outlines to students at the commencement of each year. • Distribute subject Assessment Outlines to students for each course. • Ensure that students receive sufficient feedback and support • Ensure that students are using their diary effectively • Students are given every opportunity to participate in the tutorial programme 	Students reach their full potential
Key Task – Staff	Expected Outcomes
<ul style="list-style-type: none"> • Attend and participate in Full Staff, College and Department meetings • Participate in the school appraisal process • Engage in reflective practice with a view to improvement • Keep informed of development of learning theory, assessment and evaluation • Respect, share and utilize strengths of colleagues • Ensure that in cases of staff absence that classes have appropriate work 	Meetings are well attended, Appraisal is effective and subject classes are effectively taught at all times

Key Task – Parents	Expected Outcomes
<ul style="list-style-type: none"> • Ensure that communication with parents is open and clear • Parental input, concerns or questions are dealt with effectively and efficiently 	<p>Interaction with parents is meaningful and productive.</p>
Key Task - General	
<ul style="list-style-type: none"> • Undertake classroom teaching as required. • Be seen as a leader and role model for students, staff and parents • Adhere to, and support, all policies and procedures of Pinehurst School • Undertake other duties normally part of the Teacher in Charge of a Subject's role as required. • Contribute to extra-curricular life of the school in Sport Management and/or coaching for a yearlong sport or one summer sport and one winter sport. • Participate in EOTC 	

Application Form

1. Personal Details

Full name	
Address	
Telephone (Home)	
Telephone (day time)	
Telephone (evening)	
Email	
Teacher Registration Number	
Expiry Date	
Qualifications relevant to the position	

2. Summary of positions held over the past 10 years

School	Position held	Reason for leaving	Period employed

3. Referees

Please provide the names of three people who could act as referees for you and who can be contacted by telephone and by email. One of these should be your current Principal, and two more from people who have worked with you. Please ensure your selected referees are able to attest to your professional competencies.

Referee 1	
Full name	
Telephone (Home)	
Telephone (Day time)	
Telephone (evenings)	
Email	
Relationship to applicant	
Years known to applicant	

Referee 2	
Full name	
Telephone (Home)	
Telephone (day time)	
Telephone (evenings)	
Email	
Relationship to applicant	
Years known to applicant	

Referee 3	
Full name	
Telephone (Home)	
Telephone (day time)	
Telephone (evenings)	
Email	
Relationship to applicant	
Years known to applicant	

4. Extra-Curricular Activities

Please state which area/s of extra-curricular activities you would be prepared to contribute to:

5. Self-assessment

Please complete the following self-assessment.

Please summarise why you feel you would be a strong candidate for this position.
How would you describe your approach to student learning? We are particularly interested in the range of teaching and learning styles you like to use?
Please describe something you have achieved as a teacher of which you are proud? How did it happen? And why are you proud of it?
Can you describe the professional learning needs you feel you would have as a teacher working at Pinehurst?
What contributions do you feel you could make to the wider school at Pinehurst?

6. General

1) To the best of my knowledge the statements in my application and <i>Curriculum Vitae</i> are true and accurate. I give permission for these claims to be verified. I understand that the conditions of my employment may be jeopardized if the claims are found to be false.	(Please sign here to confirm)
2) I give permission for the Appointments Committee to gather information from any person or organisation that the Appointments Committee deems necessary in relation to the position description and person specification.	(Please sign here to confirm)
3) Medical Declaration Do you have any injury, illness or any other known condition that may affect your ability to carry out the duties and responsibilities of the advertised position? Yes / No If you have answered "yes" please provide brief details.	(Please sign here to confirm)

7. Do you wish the Appointments Committee to consider any other information?

8. Signature and Date

Signature

___/___/___
Date

Working at Pinehurst School



Our place

Why Pinehurst?

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There are benefits to working at Pinehurst: you will see these in this small package. But the biggest benefit of all is that you will be joining a community that will support your development as a teacher, and that will enrich your life.

Teaching, Learning and Students



Our place

Nothing matters more than the relationship between a teacher and a young person. It's the foundation of learning, and supports the happiness of the whole community. At Pinehurst, our wonderful students enable teachers to build an environment where the focus is always on learning.

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Your Pay and Other Financial Benefits



When you come to Pinehurst, we do all we can to recognise your hard work and commitment to your students.

We offer:

- A generous pay package positioned above the state salary;
- A staff discount of 50% on tuition fees at our school;
- Generous financial assistance for your post graduate studies;
- A generous income protection insurance package to give you peace of mind; and
- Full payment for your teacher registration.

Other Benefits



Our place

Apart from the teaching and learning benefits, the financial package and the pleasure of working with our wonderful children, why else would you want to work at Pinehurst?

- Paid long service leave after seven years at our school;
- An extended July holiday to refresh you for the second part of the year;
- A beautiful environment, fringed with native trees swaying in the wind;
- A family atmosphere: staff, students and the community all together;
- An Employee Assistance Programme should you ever need support;
- Regular staff social events, with food and drinks frequently provided, even at staff meetings! and
- The collegiality of a community who will always support you as you develop your career.