

**QUEEN'S HIGH SCHOOL
195 Surrey Street
DUNEDIN**

***Application for Appointment of
Sports Co-ordinator***

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Dunedin**

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QUEEN'S HIGH SCHOOL - DUNEDIN

Applications are invited for a vibrant enthusiastic person to work with the students at Queen's High School as our Sports Co-ordinator - 25 hours per week, term time only.

Please find a Job Description for this position enclosed.

Timeline for Application for Position

Application:

Enclosed is the information you will need to help you apply for the position of Sports Co-ordinator at Queen's High School, Dunedin.

Please note the following dates, and ensure your availability:

Friday 18th October 2019: Applications close – 12.30pm

Shortlist completed and
telephone notification of
interview times shortly after

It is intended to advise the successful applicant after the interviews.

The starting date for the position will be the start of Term One 2020- start date will be set at time of offer.

SCHOOL DESCRIPTION

Queen's High School was established in 1955. It offers a broadly balanced curriculum and excellent academic standard. There is a rich cultural and sporting life in a disciplined and caring environment.

Queen's High School has a student roll of just under 400. The catchment area is very diverse and the backgrounds of students range from those who are very much urban students to those who live rurally or in smaller towns. Students reflect a range of socio-economic backgrounds and experiences.

Most of the students are of European descent, around 18% identify as Maori and 5% identify as Pacific Islanders. We have a number of fee paying overseas students, mainly from Asian and European countries. In Learning Support we have students who meet the High and Medium Ongoing and Reviewable Resource Scheme (ORRS) funding. These students are mainstreamed as a first choice and taught within Learning Support department groups as appropriate.

Situated in St Clair, Queen's High School has a gymnasium and dance studio, a well-equipped and resourced library, several computer suites, specialist chemistry, physics, biology and general science laboratories, specialist music, drama and art suites, food and fabric rooms and a multi-purpose technology block. We share a new 500 seat Performing Arts Centre with the neighbouring boys' school, Kings High School.

Queen's is a school which has never rested on its laurels or its traditions and is known as a school at the forefront of educational thinking. We are always looking for ways to enhance achievement and implement innovation giving our students every opportunity for success.

Decile: 5

Location: St Clair, Dunedin

Roll: 350-400

Special Programmes offered:

ORRS Funded Students

Gifted & Talented programme

Gateway

Please refer to our website: www.queens.school.nz

OUR VALUES AND BELIEFS

1. Single-sex Education

We value the opportunities single-sex education provides for girls to:

- Participate without hindrance in all learning opportunities.
- Build positive self esteem and confidence as individuals.
- Feel secure in front of their peers and to care for each other.
- Be confident in excelling.
- Celebrate talent and success.
- Be prepared “to have a go”.
- Persevere despite failure and continue to strive.
- Become independent learners
- Develop holistically: ethically, intellectually, socially and emotionally.

2. Risk-taking and Improvement

We believe that change, challenge and risk-taking are vital to continual improvement and prepare us to take advantage of opportunities.

3. Celebration of Diversity

We affirm diversity and value differences. The cultural mix of our students and the inclusion of students with special needs provides opportunities to learn about each other in a supportive and positive way.

4. Achieving Learner Potential

We believe in the capacity of Queen’s to lift students’ sights and achievement; to let them understand and grasp the opportunities for independent learning and personal growth across multiple dimensions.

5. Teacher Expertise

We offer outstanding teachers; whose expertise is called upon nationally; who are committed to innovation, high levels of competence in curriculum delivery and the highest levels of student achievement.

6. Respect

We expect staff and students to show respect for others, their property, the school’s facilities and reputation.

7. Organisation and Management

We believe that sound organisation gives freedom to think and learn.

8. Healthy Environment

We believe that physical and emotional comfort and the safety of students and staff at school are paramount.

9. Community Spirit

We foster co-operation with the school community promoting a sense of belonging and a caring attitude.

10. Life beyond School

We believe that readiness for tertiary study or employment is vital and we offer comprehensive career and option advice to support this.

STATEMENT OF PURPOSE

1. CURRICULUM CONTENT

To provide a broad and balanced curriculum which covers the essential learning areas and skills. To provide a curriculum which is responsive to the needs of the Queen's High School community.

2. CURRICULUM DELIVERY

To provide within a caring and well-resourced environment, quality teaching, which enables each student to be a successful learner.

3. STUDENT PROGRESS AND ACHIEVEMENT

To value and encourage scholarship and achievement at every level. To monitor and report on students' progress in a way which enhances student learning by giving clear, dependable and realistic information based on sound evidence.

4. TREATY OF WAITANGI

To reflect and acknowledge within the school the partnership between the tangata whenua and tauiwi, in keeping with the principles of the Treaty of Waitangi.

5. SCHOOL SELF REVIEW

To review the school's performance in relation to this charter so that priorities and opportunities are identified and achievements celebrated.

6. COMMUNITY INVOLVEMENT

To enhance the learning opportunities by establishing a partnership with the school's community. To promote high levels of community confidence and support for the school and its work with students.

7. PERSONNEL

To employ motivated, high calibre staff who are committed to upholding the aims and spirit of Queen's High School. To be a good and fair employer, creating a relationship of trust and openness.

8. FINANCE

To manage the school's finances in order to meet the charter objectives and reflect the school's priorities.

9. PROPERTY

To provide safe, well-maintained buildings and facilities which are well suited to an innovative curriculum. To provide an aesthetically pleasing environment for the enjoyment of teaching and learning.

10. DIVERSITY

To value the diverse ethnic and cultural heritage of Queen's High School students and respond to the special qualities and needs of all students.

11. STUDENT WELFARE

To provide an environment which supports the emotional and physical wellbeing and intellectual growth of our students.

QUEEN'S HIGH SCHOOL

JOB DESCRIPTION

Sports Co-ordinator

Responsible to: Principal
Assistant Principal

Hours of Work: 25 hours per week
(Monday to Friday)
Times as agreed with the Principal

Annual Term of Engagement: Term Time Only

KEY TASKS: SPORT CO-ORDINATION

- ◆ To assist in the organisation and the administration of all sports played by Queen's High School pupils under the name of Queen's High School by sending entries, booking facilities, issuing uniforms and equipment.
- ◆ To organise coaches/managers or support people for various sports. Police vetting via the Business Manager.
- ◆ To organise distribution, collection and/or replacement of uniforms.
- ◆ To liaise with the OSS Regional Development Officer and to supply him/her with reports of the achievements of Queen's High School sports teams and individuals.
- ◆ To promote links with community groups and compile data on student sporting achievements and involvement.
- ◆ To convene regular meetings with the Sports Council and meetings with the Sports Prefect and to oversee their duties.
- ◆ To oversee the sports report for assemblies.
- ◆ To organise the annual interschool fixture against Waitaki Girls (winter) in liaison with the Senior Team. The organising tasks are: Booking venue; umpires, referees, buses, parent permission, transport and the draw, when it is our turn to host.
- ◆ To work with Senior Team in the organising of the Sports and Cultural Awards evening.

- ◆ To disseminate information on training courses for coaches and umpires/ referees.
- ◆ To assist with school-wide sporting initiatives as approved by the Principal.
- ◆ To provide students with information about clubs and organisations available to them beyond high school.
- ◆ To have the overview of Interschool activities, Athletics and Swimming fixtures, assisted by a small committee.
- ◆ To advertise sporting events.
- ◆ To promote the House System through facilitation and liaison with the Senior Sports Council to organise lunch time activities in which all pupils can be involved in once per term.
- ◆ To initiate the introduction of new sporting interests/codes at Queen's High School, where appropriate.
- ◆ To promote Fairplay under the scheme set out by the Hillary Commission.
- ◆ To be responsible for one sporting code/team of choice in each season.



QUEEN'S HIGH SCHOOL

Information for Applicants – Sports Co-ordinator Recruitment and Selection Procedures

This page is for your information. Please tear it off and keep it when you send in your application.

Further information on Queen's High School can be obtained from our website: <http://www.queens.school.nz>

Queen's High School has an equal employment opportunity policy and welcomes applications from women, Pacific Nation people, ethnic minorities and people with disabilities.

Queen's High School provides a smoke-free environment.

A copy of the relevant Collective Employment Contract or individual contract will be sent to all new staff appointed.

- 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.
- The enclosed job description and person specification outline the main functions of the position and skills required.
- All applications are acknowledged promptly by email.
- You are asked to supply on your CV names and contact details of three recent referees who can substantiate your suitability for this position. Referees will be contacted.
- Copies only of relevant qualification certificates should be attached. Certified documents supporting an application should be promptly sighted and authenticated by persons authorised to do so.
- Any appointment will be subject to a satisfactory police vet.
- After applications close a short list of candidates are selected for interview based on the information contained in the application. Shortlisting usually takes place within one week of the closing date. Shortlisted candidates are contacted by telephone to arrange an interview time, and for this reason we request two contact phone numbers.
- Interviews are normally held within one week of the closing date during working hours between 8.30 am and 5.00 pm. The selection panel is made up usually of two people and candidates are given information about the panel at the time the interview is arranged. If time permits arrangements for interviews are confirmed in writing.
- Interviews give applicants the opportunity to tell the selection panel how well their skills, experience and qualifications match those required for the position. We are particularly interested in hearing from applicants the strengths you would bring to the particular position and to the School as a whole.
- Interviews also give applicants the opportunity to find out more about the day to day aspects of the position.
- Candidates are welcome to bring whanau or a support group to the interview. Please advise the person who arranges the interview if you intend to do this.
- The successful candidate will be offered the position as soon as possible after the interview, by telephone. After discussion, a formal offer of appointment will be made in writing.
- All unsuccessful candidates are advised in writing after the appointment has been confirmed. This is usually within two weeks of the close-off date or within one week of the interview.



QUEEN'S HIGH SCHOOL

APPLICATION FOR EMPLOYMENT – Sports Co-ordinator

Under the Privacy Act 1993, all information given will be treated as confidential and will only be made available to those involved in the selection and appointment process. You have the right of access to personal information and also to see any correction you think necessary to ensure accuracy.

Unsuccessful applicants will have their curriculum vitae returned to them where possible and any others will be destroyed once the appointment process is complete.

For ease of processing and photocopying, please do not send CVs and applications bound or in folders.

Please check that you have supplied the required information and mark the boxes off as you go.

Unless you are just entering or re-entering the workforce, at least one referee should have been your manager or worked closely with you and be able to give work-related information.

Position applied for:

PERSONAL DETAILS

(please print clearly)

Name:

Postal Address

Other contact details: *(delete as appropriate)*

Home telephone number: 1. Leave Message
 2. Don't leave message

Business telephone number: 1. Leave Message
 2. Don't leave message

Alternative number for messages:

email address:

CURRICULUM VITAE CHECKLIST

Applicants are asked to complete this Application for Employment form and return it with a covering letter of application and a Curriculum Vitae for each position applied for. Your Curriculum Vitae should contain the following:

- Full employment history (most recent position first).
- Education, training and qualifications; including conferences and courses attended in recent years relevant to this position.
- Specific skills, strengths and abilities relevant to this position.
- Names and contact details of two recent referees who can substantiate your suitability for this position. Referees will not be contacted without further discussion with you.
- Any other relevant information and experience.

CITIZENSHIP *(please tick the appropriate box)*

- | | |
|--|--|
| <input type="checkbox"/> NZ Citizen | <input type="checkbox"/> Require NZ Work Permit |
| <input type="checkbox"/> Permanent NZ Resident | <input type="checkbox"/> Hold NZ Work Permit |
| <input type="checkbox"/> Australia Citizen | <input type="checkbox"/> Permanent Australian Resident |



QUEEN'S HIGH SCHOOL

APPLICATION FOR EMPLOYMENT – Sports Co-ordinator

The information under the heading *Health* is required to assist the School to meet its obligations under the Health and Safety Act 1992 and the Accident Rehabilitation and Compensation Insurance Act 1992

The Acts require that where possible we should reasonably accommodate applicants with such conditions.

HEALTH

Have you had an injury or medical condition caused by gradual process, disease or infection – for example, hearing loss, sensitivity to chemicals, repetitive strain injuries – which the tasks of this job may aggravate or contribute to?

Yes No

If yes, please give details and describe any technical aids, equipment or adaptations to the workplace which you would need to make your work easier and/or increase your performance.

The information under the heading *Court Convictions* is required because some convictions will be unacceptable in some positions.

If yes, you may be asked for further details at interview.

COURT CONVICTIONS

Have you been convicted of any offence against the law in the last ten years?

Yes No

AUTHORITY TO APPROACH OTHER REFEREES:

I authorise the Board, or nominated representative, to approach persons or the Teachers Council, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

Yes No

It would be appreciated if you would also complete the attached sheet of EEO statistical information. That page will be detached from your application on receipt.

Tear off the front page and keep it. It is provided for your information.

DECLARATION

I declare that to the best of my knowledge, the answers to the questions asked here and all information submitted with my application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed.

Signature:.....

Date:.....

If you wish to deliver your application personally you may do so by delivering to:

195 Surrey Street, Dunedin.
Please deliver to the Receptionist.

WHAT TO DO NEXT

Please send your application to the address shown below, in time to reach us on or before the closing date. If for some reason your application will not reach us by the closing date please telephone the number below to discuss this.

The Principal
Queen's High School
195 Surrey Street
DUNEDIN

Telephone (03) 455 7212
Facsimile (03) 455 8644
E-mail qhs@queens.school.nz



QUEEN'S HIGH SCHOOL

APPLICATION FOR EMPLOYMENT – Sports Co-ordinator

The information requested on this page is voluntary only.

However, if you would provide this information we would very much appreciate it.

This sheet will be detached from your application prior to the selection process.

This information is used to monitor whether our methods of advertising and supplying information to potential applicants are resulting in a diverse range of applications and whether our appointments are reflecting our aspirations to be an equal opportunity employer.

Many thanks for answering these questions. If you have any comments relating to the EEO issues raised by this part of the application form, we welcome your feedback.

STATISTICAL INFORMATION

1. How did you first find out this position is available?

- Someone told me/I knew from my workplace
- Web Site
- Newspaper advertisement – which paper?
- Other – please state

2. Ethnicity

- NZ Pakeha/European NZ of Asian descent
- Maori Pacific Nation
- Other, please state

3. Gender

- Male Female/...../.....
day month year

4. Date of Birth

5. Do you have any disability or health related difficulty that has affected your employment or made access to employment or staff development difficult?

- Yes If you have no objection, we would appreciate further details
.....
- No

6. If you are shortlisted for interview, will you consider bringing whanau or a support person with you to the interview?

- Yes No

7. Is there any comment you would like to make about ways that we could make the application process easier and more welcoming?