



Queen's High School Te Kura Tuarua o Kuini



Food Technology Teacher Application Pack

Empowering Young Women

Tēnā koe

Thank you for your interest in joining the team at Queen's High School *Te Kura Tuarua o Kuini*.

Enclosed in this pack is all the information you need to apply for this role. We look forward to receiving your application.

Queen's High School *Te Kura Tuarua o Kuini* is renowned for meeting individual needs by providing a supportive, inclusive learning environment where all girls are encouraged to believe in themselves and their ability to succeed. We promote the pursuit of excellence, uphold the principle of equity, and foster sound, socially responsible conduct within a caring, positive environment. We are committed to empowering young women and to inspiring a lifelong love of learning.

As a teacher in the Technology Learning Area, you will be supported by an experienced Head of Learning Area and a collaborative team.

The following documents in this application pack provide more information about our school and the application process:

- General information for applicants
- Further information and application form

Applications—including a current CV and covering letter—must be submitted to the Principal's PA by **12:00 noon on Thursday 29 October**. Applications can be emailed to ghs@queens.school.nz.

We look forward to receiving your application.



Ngā mihi
Barbara Agnew
Principal

INFORMATION FOR APPLICANTS

Positions

Food Technology Teacher

Permanent

Full time

Employment Conditions

As per the Secondary Teachers' Collective Agreement (STCA) 2022-2025

Appointment Timeline

Education Gazette Advertisement	Wednesday 14 October
Closing Date for Applications	Thursday 29 October – 12 noon
Shortlisting completed	Friday 30 October
Interviews	To be confirmed as soon as possible after shortlisting
Appointment begins	Term 1, 2027

Applicants must currently have the right to live and work in New Zealand and hold a current New Zealand teaching practising certificate or have applied for a New Zealand teaching practising certificate.

Queen's High School Contacts

Address: 195 Surrey St
St Clair
Dunedin 9012

Phone 034557212

Email ghs@queens.school.nz

Website <http://www.queens.school.nz>

Queen's Facebook – www.facebook.com/QueensHighSchoolNZ

Queen's Instagram - [@queenshighschoolnz](https://www.instagram.com/queenshighschoolnz)

PERSON SPECIFICATION FOR POSITION

We seek an innovative, enthusiastic classroom teacher who is passionate about girls' education and committed to empowering young women.

The ideal applicant will possess:

- A proven track record of teaching excellence, innovation, and high expectations.
- An understanding of the NZ Curriculum, differentiated teaching, and UDL framework.
- Strong communication, organisational, and interpersonal skills, balanced with a growth mindset and a sense of humour.
- A commitment to ongoing personal professional development and working collaboratively.

The successful applicant will be a New Zealand registered teacher who has a passion for girls' education. You will be expected to be a positive and contributing member to your Learning Area and be willing to be involved in the co-curricular life of the school.

TEACHER OF FOOD TECHNOLOGY JOB DESCRIPTION

Position: Teacher of Food Technology

Responsible to: Learning Area Leader, Technology

Functional Relationships: Learning Area Leader Technology, Department Teachers, Teachers, Support Staff

Key Roles	Expected Outcomes
Curriculum Delivery and Innovation	• Deliver the Food Technology curriculum with high expectations, using modern teaching methodologies and ICT tools to enhance student outcomes. • Contribute to creating, reviewing, and auditing schemes of work, lesson plans, and teaching resources. • Keep up to date with curriculum changes and actively participate in professional development opportunities.
Assessment and Achievement Tracking	• Regularly and promptly mark student work, adhering to department standards and marking schedules. • Meet all deadlines for recording student progress, writing reports, attending parent interviews, and answering inquiries. • Identify students' strengths and weaknesses, tailor teaching to accommodate them, and run subject tutorials as needed.
Student Pastoral Care and Culture	• Maintain high standards of student behaviour, motivation, and academic excellence. • Act as an effective form teacher if required, integrating into the school's guidance, support, and pastoral care network. • Actively communicate progress issues to relevant staff and recommend deserving students for awards and accolades.
Professional and School-Wide Involvement	• Exemplify the vision, values, and professional standards of Queen's High School. • Attend and constructively contribute to staff briefings, department meetings, and school-wide events. • Shared responsibility for school duties, co-curricular support, and managing department resources efficiently.



Queen's High School

Application For Appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with Queen's High School.

1. Please complete this application in full. Read it through first, then answer all questions and make sure you sign and date where indicated on the last page. Please Download and Save this PDF to your device before filling it out. Filling it out directly inside your web browser may result in your answers being lost. Once completed, save the file and email it to qhs@queens.school.nz
2. Attach a curriculum vitae (CV) containing any additional information.
3. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise us if this is your intention.
4. **Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand drivers licence).** A list of acceptable primary and secondary identity documents can be found in the last sections of the Children's Regulations 2015. Current Teacher's Registration in New Zealand will be required and checked.
5. Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. This application form and supporting documents will be held by the school. For the successful applicant these documents will be held on their personnel file, otherwise the information will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries please contact the person cited in the advertisement.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.

Queen's High School

Application For Employment - Teaching Staff

Position:

Personal Information:

Legal Name:

Full Name

Preferred Name:

Select One: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other:

Address:

Post Code

Phone:

Mobile

Home

Email Address:

Qualifications:

Name on Teacher Registration: Teacher Registration No.: Expiry Date:

Classification: ☐ Full ☐ Provisional ☐ Subject to Confirmation ☐ LAT

If Provisional or Subject to Confirmation please state reason e.g. First / second year teacher, overseas teacher

MOE Number:

Degrees/Post Graduate:	University:	Date Received:

Other Qualifications:	Provider	Date Received:

Declaring Relevant Relationships

Are you related to any QHS employee or Board Member?

Yes

☐

No

☐

If **YES**, please provide
information:

Teaching Experience

Please list your teaching service in the last ten years starting with your current position.

This must be completed. Additional experience can be listed on your CV.

School/Employer

From

To

Position

From

To

Permanent

☐

Fixed
Term

☐

Reason for
leaving:

School/Employer

From

To

Position

From

To

Permanent

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Fixed
Term

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Reason for
leaving:

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Reason for
leaving:

School/Employer

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Position

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Permanent

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Fixed
Term

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Reason for
leaving:

For the purposes of compliance with the Privacy Act 2020, do you consent to the school
contacting your present/previous employer for the purposes of reference checking?

Yes

☐

No

☐

Are you a New Zealand Citizen?

Yes

☐

No

☐

A current work permit?

Yes

☐

No

☐

If not, do you have residency?

Yes

☐

No

☐

Do you have a current full, clean
New Zealand driver's license?

Yes

☐

No

☐

Health

Do you have any known condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?

Yes ☐ No ☐

If **YES**, please specify:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injury, which the tasks of this job may aggravate or contribute to?

Yes ☐ No ☐

If **YES**, please specify:

Convictions Against the Law

Have you ever been convicted of any criminal offence? (other than a minor traffic offence)

Yes ☐ No ☐

If **YES**, please list criminal convictions, except in those cases where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004.

Are you awaiting sentencing/currently have charges pending?

Yes ☐ No ☐

If **YES**, please specify:

Have you ever received Police diversion for an offence?

Yes ☐ No ☐

If **YES**, please specify:

Have you been the subject of any concerns involving child safety?

Yes ☐ No ☐

If **YES**, please specify:

In addition to other information provided are there any factors that we should know to assess your suitability for appointment and your ability to do the job?

Yes ☐ No ☐

If **YES**, please specify:

The Board reserves the right to contact authorities to verify any claim made.

Referees

Please provide names, addresses and phone numbers of three (3) referees, one of whom is a current or previous employing Board member and/or Principal (if you are not a newly qualified teacher).

1.

Name

Address

Contact Phone Number

Email Address

Capacity in which you have known this person:

2.

Name

Address

Contact Phone Number

Email Address

Capacity in which you have known this person:

3.

Name

Address

Contact Phone Number

Email Address

Capacity in which you have known this person:

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

DECLARATION:

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information is suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Applicants full name:

Signature:

Date:
