



Queen's High School

Empowering Young Women



**Science Teacher
Term 3, 2024
Application Pack**

Dear Applicant

Thank you for your interest in the Science Teacher long term relieving position at Queen's High School for Term 3 2024, to cover a refreshment leave. You will find enclosed all the information you will need to apply for this position.

Queen's High School is renowned for its ability to meet individual needs by providing a supportive, inclusive learning environment. All girls are encouraged to believe in themselves and their ability to succeed. We encourage the pursuit of excellence, upholding the principles of equality and promoting sound and socially acceptable conduct within a caring, positive environment. We are committed to empowering young women and to inspire in them a lifelong love of learning.

A particular interest in girls' education and a willingness to be involved with our school's co-curricular programme will be added advantages.

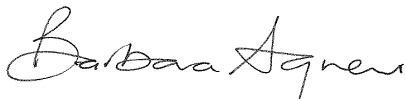
The following documents in this application pack provide more information about our school and the application process:

- General information for applicants
- Further information and application form

The application for the appointment is to be sent to the Principal's PA with your CV and covering letter, this will be considered upon receipt. It can be sent electronically to ghs@queens.school.nz.

We look forward to receiving your application.

Ngā mihi



Barbara Agnew
Principal

INFORMATION FOR APPLICANTS

Position

Classroom Teacher – Science
Full Time, Fixed Term, Term 3, 2024
Refreshment Leave Cover

Starting July 22, 2024 and ending September 27, 2024

Employment Conditions

As per the Secondary Teachers' Collective Agreement (STCA) 2019-2022

Appointment Timeline

Advertised in: Otago Daily Times

Applications Close: Applications will be considered upon receipt

Interviews To Be Held: To be confirmed

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

Queen's High School Contacts

Address: 195 Surrey St
St Clair
Dunedin 9012

Phone 034557212

Email qhs@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 OF SCIENCE TEACHER

We are seeking a teacher who is an enthusiastic and effective classroom teacher with the ability to teach Science. Please state supporting subjects. The successful applicant will be expected to be a positive and contributing member to their Learning Area and to have a commitment to the co-curricular life of the school. The ability to teach Chemistry will be an advantage.

The ideal applicant will have:

Excellent communication, interpersonal and organisational skills

A passion and joy in teaching and learning

An attitude of excellence, promoting high expectations and standards

A growth mindset, a positive outlook and a sense of humour

SCIENCE TEACHER JOB DESCRIPTION

Responsible to: Learning Area Leader Science

Key Relationships: Learning Area Leader, Teachers, Support Staff

Key Responsibilities:

Curriculum

- ✓ Deliver the curriculum effectively to the levels required.
- ✓ Contribute to the development and review of programmes and resources.
- ✓ Attend and contribute to Learning Area meetings.
- ✓ Use ICT tools to enhance student learning and outcomes.

Assessment

- ✓ Follow the Learning Area requirements of assessment and recording of student progress.
- ✓ Mark and assess each student's work regularly and promptly.
- ✓ Meet deadlines for reporting to students and parents/caregivers.

Student and Pastoral Care

- ✓ To be a positive, enthusiastic teacher, establish high expectations and motivate students to achieve.
- ✓ Communicate concerns re pastoral and/or achievement to appropriate people.
- ✓ Have a consistently high standard of expectation of behaviour for students and work to enforce it.
- ✓ Recommend students for awards and accolades.



**QUEEN'S HIGH
SCHOOL**

**Information for Teacher Applicants
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:

www.queens.school.nz

A copy of the relevant Collective
Employment Contract or
individual contract will be made
available 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 the 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.
- All applicants for teaching positions must be registered.
- Applications will be considered upon receipt.
- Interviews will be offered to selected applicants.
- 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 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 whānau 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 by email after the appointment has been confirmed.

QUEEN'S HIGH SCHOOL	APPLICATION FOR EMPLOYMENT						
<p>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 to see any correction you think necessary to ensure accuracy.</p> <p>Unsuccessful applications will have their curriculum vitae returned to them if requested and any others will be destroyed once the appointment process is complete.</p> <p>For ease of processing and photocopying, please do not send CVs and applications bound or in folders.</p> <p>Please check that you have supplied the required information and mark the boxes off as you go.</p> <p>Unless you are just entering or re-entering the workforce, at least one referee should be your Principal. Other referees should have worked closely with you and be able to give work-related information.</p>	<p>Position applied for: _____</p> <p>PERSONAL DETAILS <i>(please print clearly)</i></p> <p>Title : Dr, Mr, Mrs, Ms, Miss</p> <p>Full Name: _____</p> <p>Postal Address:</p> <p>Teacher Registration No: _____</p> <p>Expiry Date: _____</p> <p>Other contact details: <i>(delete as appropriate)</i></p> <p>Home telephone number: Leave Message Yes / No</p> <p>Business telephone number: Leave Message Yes / No</p> <p>Cell Phone: Leave Message Yes / No</p> <p>Email address: _____</p> <p>CURRICULUM VITAE CHECKLIST</p> <p>Applicants are asked to complete this Application for Employment form and return it with a covering letter of application and Curriculum Vitae for each position applied for. Your Curriculum Vitae should contain the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full employment history (most recent position first) <input type="checkbox"/> Education, training and qualifications; including conferences and courses attended in recent years relevant to this position. <input type="checkbox"/> Subjects you are prepared to teach (levels) <input type="checkbox"/> Specific skills, strengths and abilities relevant to this position. <input type="checkbox"/> Names and contact details of three recent referees who can substantiate your suitability for this position. <input type="checkbox"/> Any other relevant information and experience. <p>CITIZENSHIP <i>(please tick the appropriate box)</i></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> NZ Citizen</td> <td><input type="checkbox"/> Require NZ Work Permit</td> </tr> <tr> <td><input type="checkbox"/> Permanent NZ Resident</td> <td><input type="checkbox"/> Hold NZ Work Permit</td> </tr> <tr> <td><input type="checkbox"/> Australia Citizen</td> <td><input type="checkbox"/> Permanent Australian Resident</td> </tr> </table>	<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
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