

**TRIDENT HIGH SCHOOL
BOARD OF TRUSTEES**

**APPLICATION FORM
Counsellor
Fixed Term, Part Time**

INSTRUCTIONS

Please complete this application form.

In addition provide a cover letter, your CV and preferably include a recent photo.

Ensure all documentation is returned to the Principal's PA
pa@trident.school.nz

OR if you wish to contact the Principal
Principal@trident.school.nz

Trident High School
Arawa Road
Whakatane 3120

Applications close: 29 September, 2022

Position commences: Term 1, 2023



TRIDENT HIGH SCHOOL BOARD OF TRUSTEES

Principal: Mrs Adrienne Scott-Jones
Phone: 07 308 8159
Email: principal@trident.school.nz

Trident High School
Arawa Road
Whakatane

Application for the position of Counsellor, Fixed Term, Part Time

Title: Mr/ Mrs/ Miss/ Ms		Gender: M F circle	
Surname:		First Name:	
Preferred Name (If Different):			
Postal Address:			
Phone:		Cell:	Email:

Highlight or tick boxes.

Personal Details

Birth Date: / /					
	Yes	No			
Have you ever been convicted of a criminal offence (other than a minor traffic offence)? <i>If yes, please provide further information on a separate sheet.</i>					
Do you have an injury or medical condition or any other condition that could affect your ability to effectively carry out the duties and responsibilities of the position? <i>If yes, please provide further information on a separate sheet.</i>					
Do you smoke?					
How many days absence in your last 12 months of employment were due to sickness, injury and/or accident?					
0-2 days	3-5	6-10	11-15	16-20	Over 20 days
<i>If more than 10, please provide further information on a separate sheet.</i>					

Co-Curricular Commitment

I am prepared to assist in the following co-curricular activities: <i>e.g. Debating, Orchestra, Computer Network, Singing, Netball, Audio-Visual Tech, Rugby.</i>	
Activity	Position

Teacher Registration

N.Z. trained and registered		
Overseas trained, with work permit and provisional N.Z. registration		
Overseas trained, with permanent residency and N.Z. registration		
Other (<i>Please state</i>) :		
MOE Number:		
N.Z. Teachers Council Registration No:		

Teaching

The Subjects I Am Prepared To Teach	
Subject	Level (e.g. Y9, NCEA Level 1 & 2, etc)

Qualifications and Training

Educational qualifications (Degrees, Diplomas and other significant awards, etc):

Tertiary Qualifications Awards, etc	Institution	Year completed	Major

Expand boxes or Insert other rows as required

Work History:

Please list all work experience, detailing any teaching or management responsibilities.

Start with the most recent, i.e. your current position.

Position	School and location	Teaching Subjects And Levels	Management Responsibilities	Date (from / to)

Expand boxes or Insert other rows as required

SUITABILITY FOR POSITION: *Please provide information and evidence of your suitability for the position.*

Expand boxes if necessary.

Provide evidence of your suitability for this position. (Do not state "see CV".)
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In what areas will you require support and/or further development?
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REFEREES (3 required):	
Name	
Position	
Phone	
Cell	
Email	
<hr/>	
Name	
Position	
Phone	
Cell	
Email	
<hr/>	
Name	
Position	
Phone	
Cell	
Email	
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Proof of identity – Please provide two forms of original identification documents. At least one of the identification documents must be photographic.

Category A	Document Name	Document No.	Expiry Date
Category B	Document Name	Document No.	Expiry Date
Name Change			

I grant permission for the Board of Trustees to ask people, other than those stated in the referees section above, about my suitability for the position:	YES	NO
<p>I _____ declare that to the best of my knowledge the answers in this application form and the information provided in my Curriculum Vitae are correct and I understand that if any false or misleading information is given, or any information suppressed, I will not be employed, or if I am employed, my employment will be terminated. By signing this form or sending it through digitally to apply for a position indicates that it will become part of my contract if employed – this is especially pertinent re involvement in co-curricular activities.</p>		
Signed:		
Date:		

NOTE: For email purposes your name will represent and carry the weight of your signature.



TRIDENT HIGH SCHOOL POSITION DESCRIPTION

CAREERS SPECIALIST

2MU + 1MMA

(Permanent, full-time.)

The position closes on the 30 November 2017

It is expected that the quality systems and processes in place will be maintained and possibly enhanced. The role of the Careers Specialist is to oversee careers education in the school and ensure a coordinated approach. Careers counselling to support students in decision-making regarding pathways is an essential feature of the position. The successful applicant will be expected to teach 4-8 hours per week – please state your teaching subjects.

The position is for an enthusiastic and energetic person with a commitment to meeting the career / pathway needs of the students at Trident from Y9-13 but especially from Y10 onwards. The ideal applicant will have:

1. A degree level qualification in career guidance and delivery;
2. Experience with careers programme design, planning, delivery and review;
3. Knowledge of education, course and work opportunities beyond school;
4. Training and experience in career counselling with young people;
5. Experience in team leadership and coordination;

Career education at Trident has a major focus on developing and delivering a programme that meets the needs of young people in the 21st Century. We want our students to have quality career education through their school years that allows them to be able to make responsible choices regarding a pathway beyond school. Our goal is for 100% of students to move to further education, training or work.

We strongly believe that this will come about by having a coordinated team approach to career education across the school and from a commitment by the Careers Specialist to do what is necessary to provide a quality career programme including advice, guidance and experiences to all students as well as specific groups (such as Maori and those deemed Gifted and Talented).

Trident is a successful school because of the commitment by staff to the all-round development of students. There is an expectation that staff will be involved in some aspect of the co-curricular life of the school. Information about the school is in the document *General Info* and I recommend you peruse the latest ERO review of Trident at www.ero.govt.nz which has been acknowledged as outstanding.

We welcome applications from people with enthusiasm, energy and new ideas, and who can motivate students, teachers and others connected with career education to provide quality programmes, advice and guidance to our students.

Philip Gurney

M.Teaching (Distinction), M.Ed (Distinction). B.A Hons.

PRINCIPAL