



PINEHURST
SCHOOL



Working With Us Application Pack



Proud of who we are, what we know and what we can achieve.

Message from the Executive Principal



Pinehurst School is a vibrant, multi-cultural private school, with bright, modern buildings set in 14 acres of green fields, plants and trees on the North Shore of Auckland. We are well-known for the academic achievements of our wonderful students, and we think what makes us really special is the quality of the relationships we enjoy. Our school was created by a group of parents 30 years ago with a clear vision for a values-based education, and we hold to those values in all that we do.

We have around 1000 happy young people at our school, and our priority is always to ensure that they are well cared-for, feel looked after, and know that they are surrounded by people who they can rely on. One of the ways we do this is by building strong relationships within our community. We like our parents to be engaged in their children's education, and actively encourage the whole family to be involved. We talk a great deal about the Pinehurst Triangle (students, staff and parents), and it's something that we nurture carefully.

We are a New Zealand school, rooted in our community: to know where you are going, you have to know where you are coming from. Our school is also culturally-rich and gloriously diverse: a multicultural community in bicultural Aotearoa. Our curriculum is largely a British international curriculum - we teach the Cambridge curriculum from Year 1 to Year 13 - and this means that we can combine rigour and outstanding academic expectations and standards with a sense of Kiwi identity. Many of our parents were born overseas; nearly all of our children were born in New Zealand, so we celebrate our diverse identities as individuals, and as part of our community.

Practically all of our students head to university at the end of their time at Pinehurst. Most go to New Zealand universities, but an increasing proportion head overseas to the UK, the US, Australia, Korea and a sprinkling of other countries. Many of our students choose to follow pathways in engineering, medicine, architecture or the fine arts, both in New Zealand and in some of the world's best universities, but I couldn't begin to cover the range of choices our young people make.

They see the world in front of them and, equipped for the future, they take their own paths. Their academic qualifications are excellent: this means they can take their first steps with confidence.

Pinehurst has a huge range of sporting opportunities as well. Ours is a holistic education, which means that we expect all of our students to be involved in sport, and around half of our students are also enjoying our music programme. Our golf team - following in the footsteps of alumnus Lydia Ko - is outstanding; our tennis and basketball go from strength-to-strength; and we have some of the best age-group swimmers in the country. We have sports and teams for everyone, and we certainly don't expect all of our children to be great athletes: I know I'm not! It's about participating, stretching yourself, and enjoying being part of a team.

Our music programme keeps growing too: we have the youngest orchestra in the annual KBB Festival, and it's also one of the larger ones. Our Jazz Band is exceptional too, and we have a growing range of chamber and rock groups for everyone to enjoy. We also have a number of students involved in the Young Enterprise Scheme and other commerce competitions; a lively (and quite fierce) UN Youth group, and an ever-changing number of other extension activities. From Year 1 to Year 13, we encourage our students to have a go at just about everything there is to enjoy.

I'm going to finish where I started. The school values are Respect for Self, Respect for Others, and Excellence. These values shape the experience of Pinehurst students. In the classroom, in the gym, in the rehearsal room or on the field, our students feel a sense of achievement. They enjoy themselves and they express their talents. They are happy young people.

Please feel free to visit us.

Alex Reed
EXECUTIVE PRINCIPAL



Cambridge Curriculum

Pinehurst has an established and successful association with the CAIE (Cambridge Assessment International Education) programme and a deep understanding of delivering this world class curriculum from the Primary years, through to College.

What this means is that we teach IGCSEs in Years 10 and 11, AS Levels in Years 12 and 13, and A Levels in Year 13. In Years 7-9, we teach "pre-IGCSE" courses alongside subjects that follow a programme that includes strong New Zealand elements. In English, the Year 7-9 curriculum prepares students for IGCSEs in Years 10 and 11, but it's a wide ranging course, and NZ literature is very much a part of it.

A word on Cambridge. It's really just the British curriculum, tweaked for an international environment. We are a New Zealand school, and our core ethos reflects that, but we teach a British international curriculum. We do this because it is consistent, rigorous and clear. It has less flexibility in the construction of courses, but its standards don't change, and it has both the trust and the support of our community. It isn't an extension curriculum by itself – although it is true that AS and A Levels are more consistently rigorous and have a higher content level than some equivalent Year 12 and 13 courses – and it is suitable for nearly all students.

Experience with Cambridge is not required, although we will of course be interested in teachers who are familiar with the curriculum. We are more interested in teachers who want to work in a kind, friendly environment, where we build relationships with each other, with students and with their whanau, and who want to make a difference to students' lives by opening up the rich worlds of literature and language to them.

Employee Benefits

There are many benefits to working at Pinehurst: as you will see in our Staff Wellbeing 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.

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

We offer, but are not limited to:

- A generous pay package positioned about 5% above the state salary;
- A staff discount of 50% on tuition fees at our school;
- Generous financial assistance for your post-graduate studies: between 50% and 75% paid for most courses;
- A generous two-year income protection insurance package to give you peace of mind;
- Full payment for your teacher registration;
- A full parental leave package in line with that provided by state schools;
- 50% discount for annual or six-month Gym membership (payable July & December each year) up to the value of \$10.00 per week;
- Paid long service leave after seven years at our school;

For more benefits please see our Staff Wellbeing Package [here](#) or more details are on our website.

Application Process

Please include, with your application, your curriculum vitae and covering letter. These should be submitted online at pinehurst.schooljobs.nz/job.

If you have any questions regarding working with us please contact:

Human Resources Manager: Michelle Thomson

Tel. +64 9 414 0960 EXT 654

Email. michelle.thomson@pinehurst.school.nz





PINEHURST
SCHOOL

Our place



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Phone: +64 (9) 414 0960

www.pinehurst.school.nz

**College Teacher
Position Description**

Responsible to: Head of Department, Principal of College, Deputy Principals of College,
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 	Interaction with parents is meaningful and productive.
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 	