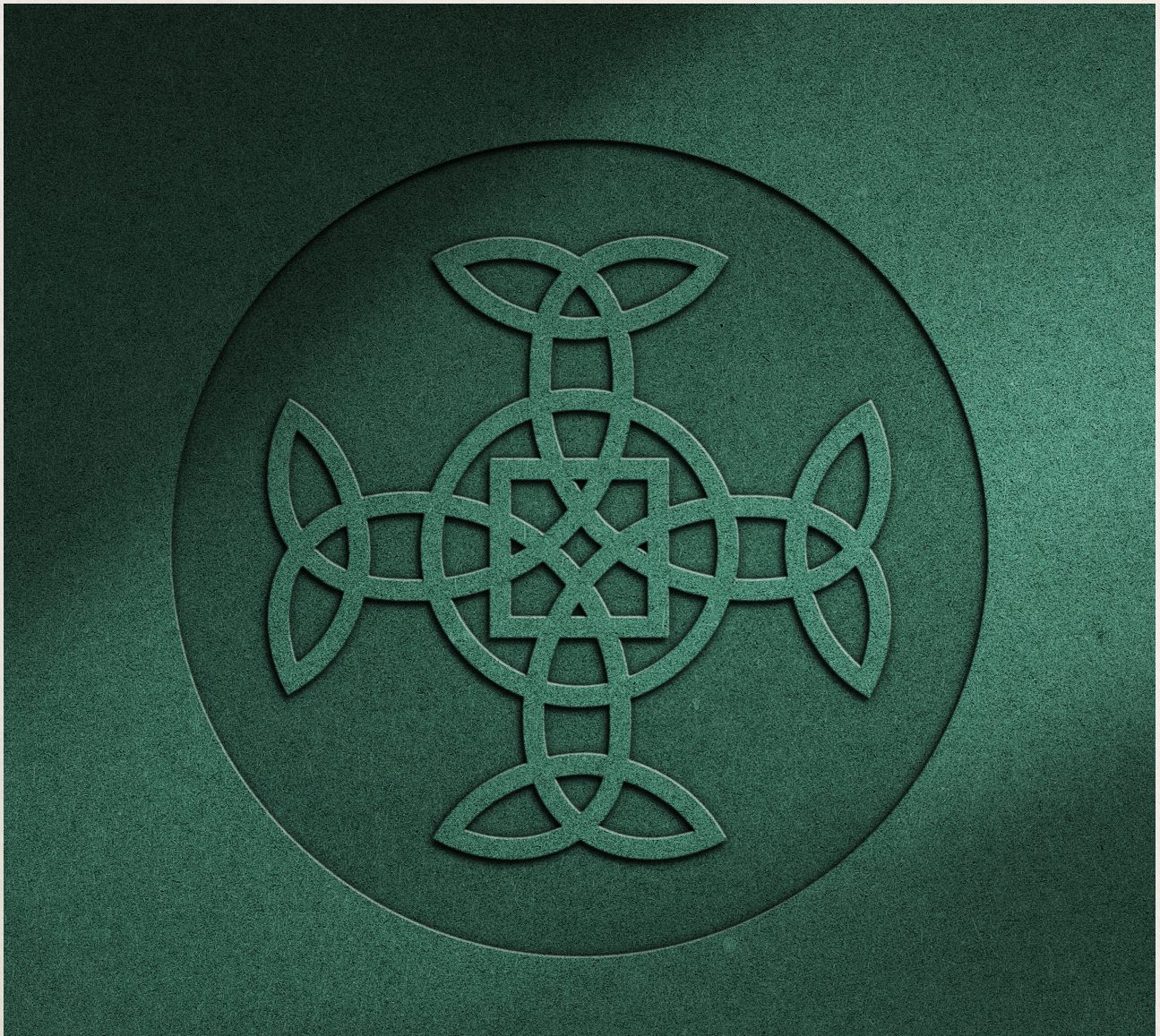




Appointment of a

Boarding House

Preparatory Tutor Y9–10



JULY 2025





## Invitation from the Principal

Thank you for your interest in the role of Deputy Head of Senior School, Academia at St Cuthbert's College. You are considering this opportunity at an especially exciting time, as we have just launched our high-level strategy for 2025-2030, marking an ambitious new chapter in the College's distinguished history.

Since starting as Principal at St Cuthbert's in August last year, I have been on a voyage of discovery as I get to know this remarkable school, our talented staff, welcoming community and most of all, our inspiring students.

Building on our legacy of educational excellence, we are looking to the future, to ensure we continue to best prepare and empower our students for their futures in a rapidly changing world.

We believe the choices we make today shape our future. At St Cuthbert's, we have the ambition and ability to be a leading school within the APAC region, through our intentional focus on learning for girls which is developed within a framework of research and innovation.

Our 2025-2030 plan, which will be rolled out over the next five years through strategic initiatives, is anchored in our vision to nurture, educate, and enable young women who are curious, confident and compassionate - remarkable individuals who will step beyond our green gates with the knowledge, integrity, and aspiration to shape a better world.

As a member of the Senior School Academic Leadership Team, the role reports to our Deputy Principal and Head of Senior School, John Payne. The role works closely with three other Deputy Heads of the Senior School, Executive Team and wider staff, as we roll out this strategy across the College.

Educational excellence drives all we do, and we want to continue to enhance our programmes and approaches to deliver on world class learning for our staff and students. We are strategically investing in our learning environments across both our Epsom and Kahunui campuses to accommodate our enrolment growth and also to create spaces that actively enable the innovative educational experiences central to our vision.

There will be significant opportunities for professional growth, including exposure to governance. Leading in a school that is already achieving at a high level is a privilege. We have a duty to build on what has gone before while nurturing the distinctive culture and values that make St Cuthbert's deeply loved by our community.

I warmly encourage you to explore this briefing pack and consider joining us in shaping the next chapter of St Cuthbert's remarkable story.

Warm regards,

**Charlotte Avery**

Principal, St Cuthbert's College



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## Contact Information

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# St Cuthbert's College

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## A Remarkable Place for Learning

At St Cuthbert's College, we stand proudly as one of New Zealand's leading all-girls schools, with a powerful legacy of excellence in every aspect of girls' education. Our approach creates an environment where young women discover their strengths, develop their voices, and prepare to make their mark on the world.

The power of an all-girls education at St Cuthbert's is evident in every aspect of school life. Every leadership role, every position on sports teams, every classroom experience, and every learning opportunity is filled by girls. Every voice that speaks up in class is a girl's voice, creating an environment where our students feel empowered to take risks, to lead, and to be heard without self-consciousness.

## Academic Excellence

Our academic programme is rigorous and challenging, designed to spark curiosity and foster a genuine love of learning. We consistently achieve outstanding results across both NCEA and the IB Diploma, with near-perfect UE pass rates and exceptional achievements that place us among the top schools globally. However, our focus extends beyond grades – we nurture well-rounded, confident, and capable young women prepared for success on local, national, and international stages.

A crucial part of what makes St Cuthbert's special is our ability to attract the very best teachers and subject experts. Our dedicated educators engage, encourage, and nurture our girls to be the best they can be, fostering a love of learning that extends far beyond the classroom. Every student matters and is known and valued, with teachers delighting in helping each girl become the very best version of herself.



## Building Character and Resilience

Our holistic approach to education includes an extensive co-curricular programme offering rich opportunities in sports, performing arts, cultural pursuits, and outdoor education. A cornerstone of the St Cuthbert's experience is our unique Kahunui programme – a month-long Year 10 experience at our rural campus in the Bay of Plenty. This transformative programme, conducted off the grid, builds resilience, interpersonal skills, and confidence through deep connections between people and the environment.

## Christian Heritage and Service

As a Christian school in the Presbyterian tradition, we warmly welcome girls of all faiths and secular backgrounds. Our motto "By Love Serve" has been the cornerstone of our College for over a century, guiding generations of students with its ethos of leadership through service to others. This commitment to service remains as relevant today as it was in 1918, underpinning everything we do.

## Preparing for Tomorrow

In a world changing at lightning pace, we're ensuring our girls are ready for the future. Our curriculum develops critical thinking skills, adaptability, and resilience to navigate tomorrow's challenges. We're committed to continuously evolving our programmes to prepare students not just for today's opportunities but for careers that may not yet exist.

## A Supportive Community

The St Cuthbert's community extends beyond our students to encompass families, staff, and our remarkable alumnae network. We understand the challenges of modern parenting and work in partnership with families throughout their daughter's educational journey. Our community is enriched by our scholarship programmes, including academic, boarding, performing arts, and the Endeavour Scholarship programme for students of Māori/Pasifika descent.

## Our Campuses

Our Junior and Senior School campuses share one site in Epsom, creating a unique sense of connection between students of all ages, while our Kahunui outdoor campus, located in the Bay of Plenty, provides an unparalleled environment for personal growth and character development.







# Governance

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St Cuthbert's is governed by a Trust Board whose role is to oversee strategic planning for the school and to ensure that the school is upholding the vision and values of its founders.

There are Board committees for: Audit and Risk; People and Culture; Fundraising; and Infrastructure.

## Board members are:

- Leigh Melville, Trust Board Chair
- Angela Bull, Deputy Chair
- Alana Barron
- Lisa Crooke
- Anna Cupples
- Hamish Firth
- Adarsh Patel
- Penelope Peebles
- Donald Reid
- Scott Weenink
- Fraser Whineray
- Nancy Zhang



# Our Vision, Mission, and Values

## Our Vision

Building on our rich legacy, our vision is to nurture, educate and enable young women who are curious, confident and compassionate. As they step beyond our green gates, these remarkable individuals will possess the knowledge, integrity, and aspiration to shape a better world.

### Our Mission is to empower each student to:

- Discover and develop their individual talents and passions
- Cultivate curiosity, creativity, and critical thinking skills
- Build integrity, self-confidence and adaptability
- Foster empathy, compassion, and a sense of global citizenship
- Acquire the knowledge and skills needed for success in their chosen paths
- Embrace lifelong learning and personal growth.

## Our Values and Motto

As our students leave our green gates, they take with them a deeply ingrained ethos of service and giving back, along with the values to support them in making a difference in the world.

Launched last year, our SERVICE values framework builds upon our cherished motto "By Love Serve" (leadership through service to others) and guides everything we do. 'By Love Serve' has been synonymous with what it means to be a St Cuthbert's girl since 1915 and remains as relevant today as ever.

Our SERVICE values are lived experiences at St Cuthbert's, woven into the fabric of daily life from the classroom to the sports field, from community service projects to global initiatives. They provide our students with a roadmap for personal growth, ethical decision-making, and meaningful contribution to society.

|  |   |   |  |  |  |   |
|--|---|---|--|--|--|---|
|                               |  |  |       |  |                           |  |
| <b>Spirit</b><br>Wairua<br>精神  | <b>Excellence</b><br>Kairangitanga<br>卓越  | <b>Resilience</b><br>Manawaroatanga<br>韧性   | <b>Valour</b><br>Toanga<br>勇气  | <b>Integrity</b><br>Ngākau Pono<br>诚信  | <b>Collaboration</b><br>Mahi Tahi<br>协作  | <b>Empathy</b><br>Ngākau Aroha<br>同理心   |
| We have confidence and pride in who we are and know that we are connected to something greater than ourselves. | We strive for our personal best for the greater good.                               | We are strong in character and adaptable when approaching new challenges.           | We exemplify authenticity, courage and perseverance in matching our beliefs with action. | We embody honesty and respect in our learning, communities and environment.          | We harness our diversity and unique perspectives, recognise the power of teamwork and strive for shared goals. | We care for one another, with kindness, compassion and humility.                      |



# Strategic Direction 2025–2030

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To support our Vision and Mission, we have recently launched our 2025–2030 strategic direction to our staff. Developed collaboratively with our staff in the later part of 2024, this high-level strategy marks an ambitious new chapter in the College's distinguished history.

St Cuthbert's is a remarkable school: distinctive, distinguished, and high achieving. For over a century, we have educated young women for lives filled with purpose and meaningful connections. Grounded in our cherished motto, "By Love Serve," our SERVICE values are integral to our vision and strategic direction and are lived out each day.

We recognise that excellence is personal at St Cuthbert's and every student has the potential to lead a remarkable life, become a woman of influence and leave a unique mark on the world.

Our exceptional educators provide an aspirational environment in our classrooms, laboratories, libraries and studios, sports fields and pools. An environment where individual and peer curiosity and imagination, intellect and skills, combine to produce remarkable ideas and outcomes in curricular and co-curricular spaces that go far beyond traditional academics.

At St Cuthbert's, we're not just educating young women; we're empowering the ambitious change-makers and leaders of tomorrow, for the greater good. We're preparing our students for careers known and yet to be envisaged, to be intentionally good friends and great global citizens. We're educating in the broadest sense to nurture self-belief and instil confidence, so that every girl upholds the best version of herself, always standing up for what's right and unleashing her full potential.

We believe that the choices we make today shape our future. At St Cuthbert's, we have the ambition and ability to be a leading school within the APAC region, through our intentional focus on learning for girls which is developed within a framework of research and innovation.

To support our vision, our strategic principles reflect our commitment to holistic education, cultural empathy, and future-focused learning. These principles will guide us in building upon our legacy of excellence while embracing innovation and change.

## Our strategic framework is built on seven key principles:



### **Learning for the Future**

Deliver a rigorous, innovative curriculum that supports students to strive for their personal best for the greater good.

### **Developing Leadership and Oracy**

Empower students to be authentic, courageous, and impactful leaders, matching their beliefs with action.

### **Cultivating Strength Through Challenge**

Grow resilient young women, strong in character and adaptable when facing new challenges.

### **Enriching Global Citizenship**

Develop young women to be inclusive and compassionate global citizens.

### **Strengthening Community and Values**

Foster a caring, connected community grounded in our heritage and values.

### **Developing Our Greatest Asset**

Create an environment where all staff thrive, feel valued, and collectively drive excellence.

### **Developing Sustainable Excellence**

Optimise our business operations to ensure long-term success, innovation, and responsible stewardship of resources.





# Professional Services

## Supporting Excellence Across All College Operations

At St Cuthbert's College, our Professional Services Team forms the essential backbone of our operations, ensuring every aspect of college life runs seamlessly to support our students' educational journey. This dedicated team creates the environment where exceptional education can flourish.

Our Professional Services team supports the College's operations across a range of essential business functions.

### **Strategy and Community Engagement**

Our team manages enrolments to welcome new families, leads fundraising initiatives to secure resources for College development, oversees marketing and communications to share our story with the community, and maintains our archives to preserve our rich institutional heritage.

### **Campus and Operations Excellence**

Professional Services handles property management across campuses, plans and implements campus development projects, ensures optimal learning and working conditions through comprehensive maintenance, and manages our financial resources.

### **People and Programme Support**

The team provides human resources support for our talented staff community,

operates our Aquatic Centre and community Swim School, manages Information and Learning Technology (ILT) to enable digital learning and innovation across the College, and provides administrative support for both academic and professional services functions.

### **Collaborative Excellence**

Our Professional Services team work closely with academic staff to ensure seamless integration between operational excellence and educational delivery. Recent major initiatives, including our Kahunui campus development, demonstrate the team's expertise and commitment to continuous improvement.

Every function within Professional Services, from finance to facilities, from enrolments to archives, plays a crucial role in maintaining the high standards that define St Cuthbert's education. The team's work directly enables our commitment to holistic education that prepares young women for meaningful lives as engaged global citizens.





# Boarding

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We frequently hear from our Boarders and their parents how much our special care, support and understanding has meant to them – especially in the early days. Our Boarders grow up alongside one another and develop amazing friendships, confidence, independence and a sense of lasting sisterhood.

## **St Cuthbert's provides three Boarding options:**

- Full Boarding: Boarders remain at the school during the weekend, with the option of taking leave on any weekend.
- Weekly Boarding: Boarders return home during the weekend, with the option of remaining in boarding during the weekend if needed.
- Flexi Boarding: Day students stay as temporary boarders (short stays if parents are away or when girls have school commitments out of hours).

We have three boarding houses, and each boarding house caters for designated year levels. Girls move between boarding houses as they progress through the Senior School.

Girls are also placed in family groups which ensures that very quickly they know not only the boarders in their

year level but everyone in the boarding community. Our boarders are placed into Family Groups, consisting of six or seven girls from different year levels. Our older boarders assist newer girls in their Family Groups providing support, encouragement, and affirmation for one another. They stay together right through their time at St Cuthbert's and form strong bonds.

The Boarding House offers a structured Prep Programme in the evenings to enable students to complete their homework and study for assessments and examinations. Through the activities we provide, from weekly dinners to weekend activities, the girls also have much-needed down time and quickly become part of a tight-knit family. Each term there is a comprehensive programme of onsite and offsite activities for the boarders to enjoy.





# The Role

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## Boarding House Preparatory Tutor – Years 9 & 10

### Position Details

**Status:** Permanent

**Time:** Part-time, term-time, Monday to Thursday (7.5 hours per week)

**Location:** Epsom, Auckland

**Commencement Date:** Term 4

**Reports to:** Head of Boarding

### Key Relationships

#### Internal Stakeholders

- Principal
- Head of Boarding
- Boarding team
- Academic and Professional Services Staff

#### External Stakeholders

- College community: parents and caregivers
- Matrix Security

### Position Overview

This pivotal role involves providing supervision and academic support, and assistance in the Boarding House, as well as ensuring the safety and wellbeing of students in alignment with College values and policies.



# Key Accountabilities

## General

- Manage a safe and positive environment for Boarding students.
- Understand the need for a people-centred and supportive approach in all interactions and be able to effectively communicate with individuals at all levels of the College and other key stakeholders.
- A commitment to exceptional care and support.
- Ensure that all activities are consistent with and supportive of the College plan.
- The expected professional standards and behaviours are consistently delivered for both external and internal stakeholders.
- Be competent using all College systems and fully understand policies and procedures, including educational standards.
- Consistently demonstrate professionalism in the community and at the College.
- The supervision and care of adolescent girls.
- Assist Boarding students in their academic studies.
- Ensure all prep daily schedules are strictly adhered to.
- Ensure prep areas are left in a tidy manner.

## Pastoral Care

- Follow College and Boarding House policies and procedures for student safety and welfare, as outlined in the College and Boarding House Manuals.
- Ensure the Boarding House Code of Conduct for prep is communicated and observed.
- Ensure the House Manager is notified of pastoral care concerns.
- Ensure effective liaison with the day school.
- Seek timely medical advice or treatment for students as needed.
- Ensure that appropriate standards of behaviour and discipline are maintained.
- Respond proactively to the needs of students.
- Always consider the cultural differences of Boarders.

- Actively supervise the Boarders.
- Always put all student safety and wellbeing at the centre of all activities and interactions.
- Be particularly conscious of personal boundaries with students, ensuring that your conduct is appropriate, safe and transparent at all times.
- Report all concerns regarding student welfare using the appropriate processes.

## Communication

- Effectively communicate with House Managers as required, in a professional and calm manner.
- Ensure all communication regarding Boarding and College activities is read and actioned where appropriate, including any correspondence received whilst off-duty.
- Maintain the class roll and notify the House Manager of any unexplained absence immediately.

# Qualifications and Experience

- Experience with teaching and/or tutoring Y7-10 students.
- Able to cope with a variety of tasks and problems as they arise, relating to the New Zealand Educational Curriculum.

# Key Attributes

- Strong communication and interpersonal skills.
- Strong computer literacy skills.
- Ability to multitask, problem-solve, and work under pressure.
- Empathy, integrity, and a positive attitude towards students and colleagues.

# Benefits

- Access to free Employee Assistance Programme (EAP)
- Discounted medical insurance
- Access to the Sports Complex and a physiotherapist
- Free meals Monday to Thursday whilst on duty





# How to Apply

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## Applications for the role should include:

### 1. Candidate Cover Letter

A brief statement of application (no more than three pages) outlining what you would bring to this role, what you would expect to accomplish and reflecting on your past experience in the context of role description.

### 2. Curriculum Vitae

- > Full name, confidential email address and mobile contact details
- > Nationality and citizenship or confirmation of right to work in New Zealand
- > Positions held, dates, scope of responsibilities and key achievements
- > Details of education and qualifications
- > Any other relevant information, such as involvement in professional and community activities.

### 3. Referees

Full contact details of three referees whom the College's HR team may contact. Referees will be contacted only after prior consultation with you.

### 4. Potential Date of Commencement

An indication of when you would be available to start.

**All applications will receive an automated response.**

**Closing Date: Monday 11th August 2025 at 3pm**

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The successful applicant will be expected to satisfy child protection screening and adhere to the school's child protection policy. Any offer of employment will be subject to satisfactory police vetting, reference checks and, where relevant, qualification checks.

All applicants must have valid working rights in New Zealand.

*Please note, the key accountabilities of this role are not intended to be limiting, but to provide an outline of essential duties that may change from time to time, requiring flexibility.*

St Cuthbert's College is an equal-opportunity employer committed to promoting equal employment opportunities. St Cuthbert's reserves the right to appoint by invitation.