

DILWORTH SCHOOL - INTERNATIONAL TUTOR GUIDE

Have you thought about a gap year during your education? Perhaps you, like others, are considering taking a year off studying and travelling to another part of the world.

Dilworth School in Auckland, New Zealand, offers a unique opportunity for young men and women to spend a year from mid-July to the end of June the following year, working in a boys' boarding school.

Each year we have a number of positions available:

- Tutors at the Junior Campus can be male or female from England, Northern Ireland, Australia, South Africa or the US.
- Tutors at the Senior Campus must be male from England, Northern Ireland, Australia, South Africa or the US.

Can you tell me more about Dilworth School?

Dilworth School is a unique school - it is the largest boarding school in New Zealand with a maximum roll of 640 boys spread over three campuses:

- the Junior Campus has about 200 boys between the ages of 9-12 (Years 5- 8)
- the Rural Campus has about 100 boys around the age of 13 (Year 9)
- the Senior Campus has up to 340 boys around the ages of 14 – 18 (Years 10 -13).

The school was founded under the terms of the Will of James Dilworth, an early Auckland pioneer, who in the 1840s purchased a considerable amount of land. This land is now held in trust and the income is used to operate the school.

The school is for boys from good families who are experiencing financial or personal hardship. Those qualifying are granted a scholarship to attend the school by the Dilworth Trust Board, which provides the full cost of tuition, boarding, uniforms and even support into tertiary education.

The school opened in 1906 and all three campuses boast fine, well-resourced buildings and facilities that are the envy of many schools. The school follows the Anglican tradition of worship.

Can you tell me more about the boarding houses?

Junior Campus

There are four boarding houses at the Junior Campus that are home to up to 48 boys. Each house is run by a housemaster, with an assistant housemaster, a house matron and two international tutors.

Senior Campus

At the Senior Campus, four of the five houses consist of just fewer than 70 boys and they too are run by a housemaster, with two assistant housemasters, the house matron and three house tutors, either a New Zealand or an international tutor.

Students in their final year at school (Year 13), go into one house together (Wilton House). This house does not have tutors.

What does the job of international tutor involve?

There are three main parts to the job, with variations in tasks between the Junior and Senior Campuses.

You will work on a roster with the other tutors in the house, which will include some weekend work on either a Saturday or a Sunday once a month. Tutors are given one weekday off.

The house

Tutors work as part of a house team with day-to-day activities including:

In the morning:

- getting the boys up
- making sure the beds are made, and the dorms left tidy
- seeing that the morning jobs, such as house cleaning duties, outside clean-up jobs, kitchen duties are done by the boys.

In the evening:

- helping to supervise academic homework and study
- helping to keep an eye on the period after homework and study, before lights out
- seeing that all students get to bed on time and settle down after lights out.

Additionally there are supervision duties in the dining room on a rostered basis.

At any one time in the boarding houses, there is always a housemaster or an assistant on duty, assisted by the house matron and a tutor. A tutor is never on duty alone.

The school

During the school day you will be assigned to a variety of classes, depending on your interests. You will be assigned to assist with:

- the physical education programme
- the learning support programme
- some administration tasks
- possibly some assistance with Mathematics and English tutoring, or helping with subject areas that you have particular interest in.

You are regarded as a full staff member and work with the teaching staff as part of their team.

Sports coaching or equivalent

Each tutor is assigned a team to coach or manage in a code where you have some experience or skill. Alternatively, you might like to help with a sport you know nothing about.

At the Senior Campus most sports games are held on Saturday morning as part of the secondary schools competitions.

There are also places for those with a talent for music and the arts, and if this applies to you, you should state your preferences in your application.

What support will I get?

Like most of our international tutors, you may have just left school and will have had the experience we are looking for – you may have held positions of responsibility such as prefect, team captain, assisting with coaching or similar at your school.

We provide training on arrival and staff will support you in your day- to-day jobs.

In the boarding houses, there is always a duty housemaster in charge and sports staff are always available to assist with coaching ideas.

What do I get paid and what is provided?

The international tutor position is a voluntary assistant so a small living allowance per week is paid.

In New Zealand, it is possible to manage on this allowance however we strongly recommend having access to further funds for holiday travel.

You will be provided with your own room and share a bathroom, common room and kitchenette with self-catering facilities, with one or two other tutors.

Meals are provided during term time and some supplies from the school kitchen are available for long holiday weekends. During the main school holidays, it is expected that you will be on the move sightseeing. If you are staying at school, you will need to cater for yourself.

What will it cost me?

Your main cost will be your airfares to New Zealand. You will find various deals available. Most of our tutors fly non-stop which makes for a long haul, more than 24 hours depending on stopover times. You could arrange to break your journey in LA or Singapore if you wanted, but that is your choice. You will be met at Auckland International Airport on arrival.

The other main cost will be travel insurance. While there is a reciprocal health scheme existing between the UK and New Zealand, we do require you to have health insurance because in New Zealand we pay about \$NZ80 per visit to the doctor, and pay full dental fees. Public hospital treatment is free but the private accident and emergency clinics do have a nominal charge.

You will need an appropriate Police vet from your country of origin prior to arrival.

You will need some of your own money to cover the cost of travel during holidays as the living allowance provided will not be enough to cover this. If you are intending to travel, you will require full health cover for the US, Asia and Australia. In other words, make sure you have comprehensive insurance.

What official documentation do I need?

You need a current passport and work visa. If you are appointed you will need to apply for this as soon as possible through immigration or an agency. They will advise you of the best visa to apply for, however most international tutors apply for a Working Holiday Visa. This can be done quite easily online.

There are conditions with the work visa - you must have a prepaid return ticket, you must return home at the end of the 12 months and you must not undertake any other paid

employment while you are in New Zealand. As mentioned above, you also need a police clearance form, that is completed and checked prior to you leaving for New Zealand.

What sort of people are you looking for?

We look for good, all-round people with proven leadership skills, reasonable academic backgrounds and a range of sporting and/or cultural skills. Tutors should have a good sense of humour, be adaptable, show initiative and responsibility and be independent. The ability to get on with others and be a good communicator is likewise important.

Please note that New Zealand has a non-smoking policy in its buildings.

Can you tell me more about New Zealand?

We would encourage you to go to your library, or to the internet, and find out more about New Zealand.

The population of New Zealand is more than 4.7 million, on a land area similar to that of the UK. The ethnic background is predominantly European, particularly further south. Approximately 12-15% of the population are Māori, Pacific Island or Asian.

The country consists of two main islands, the North Island and the South Island. Wellington is the capital, but Auckland, in the northern part of the North Island, is the largest city with more than 1.5 million people. In fact two thirds of the country's population lives in the northern part of the North Island.

The South Island is more sparsely populated but has some magnificent mountain scenery in the Southern Alps, with Mt Cook the highest peak, some 3,754 metres high.

Auckland's climate is described as subtropical, with warm summers reaching 24 degrees celsius or higher in January and February. During our mild winters, temperatures rise to about 15 degrees celsius. There are very few days of frost. The rainfall may seem very wet by UK standards with 1,250mm of rain a year.

We encourage you to take advantage of the Bay of Islands in the north, Rotorua and its geothermal region, the grandeur of the Southern Alps, the remoteness of the West Coast, and of course Queenstown, the home of the bungee jump, is a must. You can tell your parents about it afterwards!! There are various ways of getting around. The company, Kiwi Experience, is set up to cater for young travellers, and backpackers hostels are found in most towns at low cost.

Will I get the opportunity to travel?

During the holidays we encourage you to travel around the country. As well, you can take the opportunity to visit Australia, Fiji or any of the other Pacific islands that take your fancy, depending on your budget. Your first holidays will be three weeks at the end of September into October, not long after your arrival. From the second week in December to the end of January we have our summer holidays. The next set of holidays at the end of the first term are for two weeks around Easter time.

What do I do to apply?

In the first instance you could e-mail your application to j.clark@dilworth.school.nz with the appropriate applicant form. An application form and the referees form to fill out on your behalf are available for you to download via the tutor application page on our website. If you have any questions about the position please feel free to contact the Human Resources Manager, Johanna Clark on the e mail above.

We have about three or four vacancies for independent inquirers, but many more applications.

The tentative timeframe we work under is to receive all inquiries and applications by December the previous year and for the processing of application forms and the receiving of all referees reports to be completed by the end of January, the end of our summer holidays.

We would then make a decision on all our appointments by mid-February/March which will then give you a chance to book your tickets and apply for your visa.

We sometimes get several applications from one school. We would only ever appoint a maximum of two from any school and we may well ask your school to rank the applicants. We would prefer to accept only one so that a variety of schools get the opportunity of having successful applicants.

My parents would like to come out and visit, when is a good time?

Over recent years a number of parents have taken time out to come and visit New Zealand. This of course will vary from family to family, and their circumstances. The best time would be from the end of the second week in December to the end of January, our summer holidays, or the first two weeks in April, the first school holidays. April is the best time because the weather is more stable, (usually!!) and it avoids the summer periods when everyone is on holiday.

Decision time

You need to think about your options carefully, talk about it at home, and with the staff member who handles gap placements. If you feel that you have the qualities we are looking for, and your family is behind you, then we would love to hear from you. We believe we have a good deal going for you. Don't leave it to the last minute.

Good luck.