TAKAPAU SCHOOL

Scale A Permanent Position 2027

Information and Application Pack

A Community of Confident Connected Active Learners

Scale A Teacher: Permanent Position

Tēnā koe

Thank you for considering our current permanent vacancy. We are looking for a quality educator to join our school here in Takapau, in the heart of Central Hawke's Bay. The teaching level is negotiable for the right applicant, and perhaps that is you! This is a rare opportunity, so do consider our kura.

You must be passionate about supporting tamariki and providing the best opportunities for learning. In return we will provide a supportive and fun staff environment, quality PLD, and the opportunity to work in a close, caring school where you can make a real difference. If you would like to be part of the whānau at our school, we want to hear from you. Please review our website or school Facebook page to gain an understanding of our school. If you have any questions about this opportunity, please don't hesitate to contact us at school.

Applications close on Monday 9th November 2026 4pm

This application pack contains:

- Criteria of employment of the successful applicant
- Scale A Job Description
- Application form

The applicant MUST complete and provide:

- A covering letter detailing how you are suitable for the specified role and requirements
- A curriculum vitae or summary resume
- The completed application form and two copies of two relevant forms of I.D.

Criteria for Appointment

Applicants need to be able to show they have the following attributes. The successful applicant will:

- Build and maintain effective partnerships and relationships with tamariki, kaiako and whānau
- Work collaboratively, looking for opportunities to work with and alongside others to share good practice
- Have an optimistic attitude and a passion for teaching and supporting primary school tamariki
- Be open to and act upon new ideas and learning opportunities that support our vision of "A Community of Confident Connected Active Learners" and our values of Respect, Resilience, Responsibility and Relationships
- Integrate te reo Māori me ngā tikanga within all teaching and learning, based on your level of te reo. You will be supported with this.
- Ensure all decisions and actions reflect the Teaching Council's Code and Standards

Contact and how to apply

If you have any further questions, please contact Cindy Te Pou (Tumuaki / Principal) at the school office on 06 855 8181 or office@takapau.school.nz.

All applications are to be emailed to principal@takapau.school.nz

Ngā mihi nui
Cindy Te Pou
Tumuaki / Principal, Takapau School

Takapau School at a glance

School	Takapau Primary School
Location	Central Hawke's Bay, approximately 20km south of Waipukurau
School type	Full Primary (Year 1 to 8)
Roll	Approximately 135 students
Vision	A Community of Confident Connected Active Learners
Values	Respect, Resilience, Responsibility, Relationships
Address	15 Charles Street, Takapau 4203
Phone	06 855 8181
Email	office@takapau.school.nz
Website	https://www.takapau.school.nz/home

Scale A Teacher Permanent Position: Job Description

Position	Scale A Permanent Position
Responsible to	Tumuaki / Principal and Takapau School Board
Function	To provide effective classroom practice that promotes high quality and responsive learning opportunities, and a safe environment for students, in line with school policies, expectations and procedures
Vacancy details	Teaching level: to be negotiated

Responsibilities

Area	Responsibility
Design for Learning / Teaching	Plan and implement appropriate, personalised learning programmes (informed by evidence) that meet the needs, abilities and interests of learners.
Design for Learning / Teaching	Ensure that programmes are drawn from the New Zealand Curriculum and the Takapau School Strategic Plan, and reinforce the school vision and values.
Learning-focused culture	Develop and maintain with students a productive, respectful and student-centred classroom environment that meets school expectations of learning, behaviour and collaboration.
Professional Learning / Professional relationships	Demonstrate improving professional practice.
Professional Learning / Learner-focused culture / Design for learning	Adapt, differentiate and personalise programmes and teaching strategies to meet the identified needs of all learners.
Professional Relationships	Establish and maintain effective, responsive relationships with students and whānau focused on the learning and wellbeing of all students.
Professional Relationships	Contribute to the wider life of the school by taking on, participating in or leading activities (teacher or student centred) that enrich the learning experiences of our students and/or the operation of the school.

Scale A Teacher Permanent Position: Application Form

Personal details

Name	
Address	
Date of birth	
Email	
Mobile	
Other contact details	
Gender	

Please add any other information you feel may be relevant:

Position applying for: Permanent Position from 2027

Teacher registration

Current Teacher Registration Number	
Expiry date	

Present position

School	
Date appointed	
Type of appointment	

Can we contact your principal about this position?	☐ **YES** ☐ **NO**

Educational qualifications

Qualification	Date attained

Qualification	Date attained

Please note, you may be required to provide copies of all qualifications held.

Teaching employment, experience and class level

School	Position	Dates	Year level

Recent relevant professional development

Details of professional development	Dates

Passions, strengths or pastimes that may add to your application

Details of activities:

Referees

Please provide details of three people who can be contacted to provide references. These should be people who can attest to your teaching capability. Referees will only be contacted for candidates who are short-listed.

Referee 1

Full name	
Position held	
Relationship to the applicant	
Mobile	
Email	

Referee 2

Full name	
Position held	
Relationship to the applicant	
Mobile	
Email	

Referee 3

Full name	
Position held	
Relationship to the applicant	
Mobile	
Email	

Declarations

Have you received a clearance through the NZ Police vetting system?	☐ **YES** ☐ **NO**

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?	☐ **YES** ☐ **NO**

If YES, enclose a certified copy of the entry in the criminal record book relating to the conviction(s), obtained from the register of the court concerned. The copy should be accompanied by any comments regarding the offence which you wish to make. Give full details below.

Full details:

Have you been the subject of any concerns related to student safety?	☐ **YES** ☐ **NO**

Have you had any injury or medical condition caused by a gradual process, disease or infection that will or may affect your ability to carry out the job you have applied for?	☐ **YES** ☐ **NO**

In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and your ability to do this job?	☐ **YES** ☐ **NO**

If yes, give full details:

Confirmation

- I certify that the information given in this application is, to the best of my knowledge, correct.
- I understand that this may be verified, and that supplying knowingly or intentionally misleading or false information may result in my dismissal.
- I agree to the Takapau School Board of Trustees (or their agents) taking the necessary steps to verify information I have provided and/or contact the named referees or other persons as necessary to determine my suitability for the position applied for.

Applicant's signature:	**Date:**