PUKETAPU SCHOOL

AKO TAHI TĀTOU - LEARNING TOGETHER

Ph: 06 844 7837 - 708 Puketapu Rd - www.puketapuhb.school.nz

27 October 2026

Dear Applicant,

Thank you for your interest in the Classroom Teacher (fixed-term) position advertised at our school. This is an exciting opportunity for a person wanting to work with a progressive and supportive teaching team located in a semi-rural environment. This full primary school is well supported by a passionate and caring group of parents and wider community. If this is the sort of opportunity that excites you, please read on to find out about the criteria for appointment, person specifications, and any additional information required for this application.

This position commences Term 1, 2027

Our school is nestled in a picturesque rural environment just a short drive from Napier. We are proud of our supportive, close-knit community and our fantastic tamariki, who are eager to learn and thrive in a nurturing environment.

For this position, please complete an application letter outlining your strengths and addressing the appointment criteria and person specifications.

Appointment Timeline	
Applications close	9 November
Shortlisting and Referee checks	10-12 November
Interviews	13-16 November
Position Offered	18 November

Please include with your letter your CV and completed application form and return to:

Sam Hocking
708 Puketapu Road,
RD2
Napier or Email principal@puketapuhb.school.nz

We look forward to receiving your application.

Yours sincerely

Sam Hocking
Principal

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Application Form – Classroom Teacher

PERSONAL DETAILS:			
Name:			
Address:			
Contact Phone:	Home:	Work:	Mobile:
Teacher Reg No:			

TEACHING PRACTICE EXPERIENCE:		
School:	Class Level	Dates:

QUALIFICATIONS: [Education or other relevant qualifications]	
Qualification:	Date Attained:

REFEREES: [Please supply the following details with their premission]			
Referee 1		Referee 2	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	

APPOINTMENT CRITERIA:

- A high-quality, effective classroom teacher.
- An ability to build and maintain strong relationships with students, teachers, parents, whanau and communities.
- Positive classroom management skills demonstrating a student-centred approach to emotional and academic wellbeing.
- A sound curriculum knowledge and understanding of modern approaches to teaching and learning.
- Ability to use formative and summative assessment data to diagnose learning gaps and differentiate instruction for diverse learners.
- Willingness to be fully involved in the life of the school.

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DECLARATIONS:	
I give permission for the Appointing body to make contact with the referees and schools identified in this application, or to make such professional enquiries as are necessary to gain knowledge of my teaching experience or skills.	☐ Yes ☐ No
Do you have any matters relating to yourself currently or previously before the Teachers Council? *If yes, please give details below:*	☐ Yes ☐ No
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? *If yes, please give details below:*	☐ Yes ☐ No
I certify that the information provided in this application, including my covering letter and curriculum vitae is to the best of my knowledge correct.	☐ Yes ☐ No
I solemnly and sincerely declare that to the best of my knowledge and belief the information given in my application is true and correct.	☐ Yes ☐ No

Applicant Signature: _____ Date: _____