## SOUTH CANTERBURY KINDERGARTENS

# HEAD TEACHER APPLICATION FORM

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|---|---|
| **Position** | Head Teacher |
| **Kindergarten** | Lake Tekapo |
| **Employment status** | ☐ Permanent ☐ Fixed-term ☐ Full-time ☐ Part-time |
| **Proposed start date** | 6 January 2027 |
| **Applications close** | 11 November 2026 |
| **Interviews timeline** | To be confirmed |
| **Contact person** | General Manager |
| **Contact details** | 7 Dee Street, Timaru 7910<br>Phone: (03) 688 3098 \| Email: office@sck.nz |

Please read the position description before completing this form. The selection process will assess Te Tiriti based teaching practice, professional leadership, child safety, team leadership, relationships with tamariki and whānau, culturally responsive/inclusive practice, compliance, planning, and administration.

### Application checklist

☐ Completed and signed application form

☐ Current curriculum vitae, including a complete five-year work history

☐ Copies of relevant qualifications (do not send originals)

☐ Evidence of current Teaching Council practising certificate

☐ Copy of current first aid certificate

☐ Names and contact details for three referees

☐ Any separate evidence requested in the vacancy information

## Instructions and important information

☐ Complete this form personally and answer each question fully and authentically. You may attach additional pages where needed.

☐ Attach a current CV. If the CV contains information requested in this form, you may write “see CV”, but your five-year work history must be clear and complete.

☐ If shortlisted, you may bring a whānau member or support person to the interview at your own expense. Please advise us beforehand so arrangements can be made.

☐ An appointment may be conditional on satisfactory identity, right-to-work, qualification, practising certificate, reference, safety-checking, and other lawful pre-employment checks.

☐ Providing materially false or misleading information, or omitting relevant information, may result in an offer being withdrawn or employment action being considered.

☐ Please tell us if you require a reasonable adjustment or accessibility support for any stage of the recruitment process.

### Privacy statement

South Canterbury Kindergartens collects the personal information in this form to assess your suitability for the advertised role, communicate with you, complete lawful pre-employment and children's-worker safety checks, and meet employment and regulatory obligations. Information will be used only for these purposes, held securely, and accessed only by people involved in the recruitment and appointment process or as otherwise authorised or required by law. You may request access to, or correction of, your personal information under the Privacy Act 2020. Unsuccessful application information will be securely disposed of in accordance with the Association's records-retention requirements, unless you consent to it being retained for another vacancy.

☐ I consent to my application being retained for consideration for other suitable roles for up to 12 months. ☐ Yes ☐ No

### Children's-worker safety checking

The Head Teacher role is a children's-worker position. Required safety checks must be completed before employment begins. Shortlisted applicants may be asked to present original identity documents. The Association will verify relevant professional registration and will complete a documented risk assessment using the information lawfully obtained during the process.

## Applicant and position details

| | |
|---|---|
| **Full legal name** | |
| **Preferred name** | |
| **Any other names used (for identity checking)** | |
| **Residential address** | |
| **Postal address (if different)** | |
| **Mobile phone** | |
| **Alternative phone** | |
| **Email address** | |
| **Position applied for** | Head Teacher |
| **Kindergarten** | Lake Tekapo |
| **Earliest available start date** | |

### Right to work in New Zealand

☐ New Zealand citizen

☐ New Zealand permanent resident or resident visa holder

☐ Holder of a current visa that permits this employment

**If a visa holder, visa type and expiry date:** _____

## Professional registration, qualifications and certificates

| | |
|---|---|
| **Teaching Council registration number** | |
| **Practising certificate category** | ☐ Tūturu \| Full (Category One) ☐ Pūmau \| Full (Category Two)<br>☐ Tōmua \| Provisional ☐ Other: |
| **Practising certificate expiry date** | |
| **Current first aid certificate** | ☐ Yes ☐ No Provider: Expiry date: |
| **Driver licence (if required for the role)** | ☐ Yes ☐ No Class: |

### Qualifications

| **Qualification** | Provider | Year completed | NZQA level / status |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
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### Recent professional learning and development

| **Learning focus area** | Provider | Date | How this has influenced your practice |
|---|---|---|---|
| | | | |
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| | | | |

## Employment history

Provide a complete work history for at least the past five years, including any gaps. Start with your current or most recent position. Include permanent, fixed-term, part-time and relieving work.

| **Employer / service** | Position and key responsibilities | From MM/YYYY | To MM/YYYY | Reason for leaving |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

### Employment gaps

Please explain any gaps in the last five years: _____

_____

_____

## Leadership and professional practice

Use concise examples. You may refer to attached evidence. Aim to show what you did, why you did it, and the difference it made for tamariki, whānau, colleagues, or the service.

### Professional and team leadership

Describe a situation where you led a teaching team through improvement, challenge or change. Explain how you established expectations, supported professional growth, managed differing views or concerns, and monitored progress. What difference did your leadership make?

## Curriculum and improvement leadership

Give an example of how you led curriculum development, assessment, planning or internal evaluation. What evidence informed the work, how were teachers, tamariki and whānau involved, and what changed as a result?

## Commitment to Te Tiriti o Waitangi

Using a specific example, explain how you have led or strengthened practice that gives effect to Te Tiriti o Waitangi. Include how you supported te reo Māori and tikanga Māori and developed authentic, locally responsive relationships with whānau Māori, mana whenua or the wider community.

## Relationships, inclusion and partnership

Describe a situation where you worked in partnership with whānau and others to respond to a child's learning, inclusion or wellbeing needs. How did you ensure the process was respectful, culturally responsive and centred on the child?

## Child safety and professional judgement

Without including identifying or confidential information, describe how you have responded, or would respond, to a concern about a child's safety or wellbeing. Explain the Head Teacher's responsibilities, the steps you would take, who you would involve, and how you would maintain appropriate records and confidentiality.

## Operational leadership and compliance

Give an example of how you have managed operational or regulatory responsibilities in an early childhood service. Your example may include licensing compliance, Person Responsible responsibilities, staffing, health and safety, enrolment or attendance records, financial controls, privacy or information systems. Explain how you identified risk, maintained accurate records and ensured required actions were completed.

_____

_____

### Contribution to this kindergarten

What particular strengths and leadership capabilities would you bring to this kindergarten, and how would these support its tamariki, whānau, teaching team and community?

_____

_____

_____

_____

## Additional role-related information

### Beginning in the role

What particular strengths, interests, cultural capabilities, or community connections would you bring to this Head Teacher position?

_____

_____

_____

_____

What would be your priorities during your first term in the role?

_____

_____

_____

### Digital and information systems

- ☐ I am confident using Microsoft 365 and email.
- ☐ I have experience with an ECE student-management system. System(s): _____
- ☐ I have experience with digital portfolios / learning platforms. System(s): _____
- ☐ I have experience with health and safety or incident-management systems. System(s): _____

*A lack of experience with a particular system will not automatically exclude an applicant where they can demonstrate the ability to learn and use comparable systems.*

### Availability and commitments

Notice period / availability: _____

Please identify any known commitments that may affect your availability for the stated hours or start date: _____

## Suitability, conduct and declarations

Answer only what is asked. Where you answer "Yes", provide enough relevant detail to allow a fair assessment. You may attach the information in a confidential envelope or separate password-protected document.

Are there any current professional conduct, competence, registration, or disciplinary matters relevant to your suitability for this role?
☐ Yes ☐ No

Have you been dismissed, suspended, or subject to a substantiated finding of serious misconduct in employment where the matter is relevant to this role? ☐ Yes ☐ No

Do you have any criminal convictions that you are required to disclose, taking account of the Criminal Records (Clean Slate) Act 2004? ☐ Yes ☐ No

Are you currently facing criminal charges or awaiting sentencing where the matter may be relevant to this role? ☐ Yes ☐ No

Is there any other information relevant to a children's-worker safety check or risk assessment that you believe we should consider? ☐ Yes ☐ No

If you answered Yes, give relevant details: _____

_____

_____

## Health and accessibility requirements

You are not required to disclose a diagnosis or disability that is unrelated to the role. The purpose of this section is to identify support or reasonable adjustments and to assess whether you can safely perform the inherent requirements of the position.

Are you able to perform the requirements of the Head Teacher role, with reasonable accommodation if required? ☐ Yes ☐ No
☐ I would like to discuss

Please describe any reasonable adjustment or support you may require during recruitment or employment:

_____

_____

_____

### Conflicts of interest

Do you have any actual, potential, or perceived conflict of interest relevant to this application or role? ☐ Yes ☐ No
If Yes, please provide details: _____

_____

_____

## Referees

Provide two referees who can comment on your work and suitability to lead in an early childhood setting. Referees must not be relatives or members of your extended family. We will seek your permission before contacting anyone who is not listed below.

### Referee 1

| | |
|---|---|
| **Name** | |
| **Current position and organisation** | |
| **Relationship to you** | |
| **Period they supervised / worked with you** | |
| **Phone** | |
| **Email** | |
| **May we contact this referee now?** | ☐ Yes ☐ No - please contact me first |

### Referee 2

| | |
|---|---|
| **Name** | |
| **Current position and organisation** | |
| **Relationship to you** | |
| **Period they supervised / worked with you** | |
| **Phone** | |
| **Email** | |
| **May we contact this referee now?** | ☐ Yes ☐ No - please contact me first |

## Applicant authority and declaration

### Authority for checks

I authorise South Canterbury Kindergartens to undertake the checks reasonably necessary to assess my suitability for this position, subject to applicable law and the consents required for each check. This may include contacting my nominated referees, confirming my identity, work history, qualifications, right to work, Teaching Council registration and practising certificate, and completing children's-worker safety checking and a risk assessment. I understand that further specific consent may be required for Police vetting or other checks.

**Please list any nominated referee or organisation you do not authorise us to contact at this stage:** _____

_____

### Declaration

☐ I have completed this application personally.

☐ The information I have provided is true, complete and correct to the best of my knowledge.

☐ I understand that materially false or misleading information, or the omission of relevant information, may affect my application and could have employment consequences if I am appointed.

☐ I understand that any offer may be conditional on satisfactory completion of lawful pre-employment checks and the Association's documented appointment process.

☐ I consent to South Canterbury Kindergartens collecting, using, storing and disclosing my personal information for the purposes explained in this form and the Privacy Act 2020.

| | |
|---|---|
| **Applicant's full name** | |
| **Signature** | |
| **Date** | |
| **Position / kindergarten** | Head Teacher / |

### Optional interview support

☐ I intend to bring a whānau member or support person if invited to interview.

**Name (if known) and any arrangements required:** _____

## Office use only

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|---|---|
| **Application received** | |
| **Shortlisted** | ☐ Yes ☐ No |
| **Interview date** | |
| **Identity checked** | ☐ Complete Date: |
| **Practising certificate verified** | ☐ Complete Date: |
| **Appointment decision / approval** | |
| **Applicant notified** | |
| **Records disposal / transfer action** | |