

APPLICATION PACK: WADESTOWN SCHOOL

Tōtara Team Leader and Classroom Teacher: Middle School

Thank you for your interest in the recently advertised position in the Education Gazette.
We are thrilled to have your interest in this full-time, permanent position for 2027 onwards.

Person Specification

We welcome applications from New Zealand registered teaching professionals with the following skills and attributes, with proven leadership experience and potential to meet the criteria stated below.

We seek a Team Leader, teacher and member of staff who:

- is an **experienced classroom practitioner and proven school leader** with strong curriculum and assessment knowledge, who leads by example
- supports and **develops teachers** to grow their practice
- holds **high expectations** for every learner and prioritises their learning, wellbeing and sense of belonging
- uses **assessment and evidence to inform teaching** and improve outcomes for learners
- demonstrates the ability to **motivate and inspire** others, with a proven record of supporting colleagues and driving positive outcomes for tamariki
- develops and maintains strong, **professional relationships** and communication with all stakeholders
- has **strong organisational** and **interpersonal skills,** along with an excellent **work ethic**
- values **collaboration** and contributes positively to a team
- demonstrates **culturally responsive practice** and a commitment to Te Tiriti o Waitangi

Timeline for the Wadestown School Appointment for 2027

Tōtara Team Leader and Classroom Teacher (Years 3 - 6): Full time, Permanent

Appointment Process:

Thank you for your interest in the recently advertised full-time, permanent Team Leader (Years 3 - 6) at Wadestown School for 2027. We are thrilled that you have an interest in teaching at our school and becoming a member of our Wadestown School staff.

Below is a timeline of our proposed appointment process:

Date:	Week/Term	Timeline
Thursday 29 October 2026	**Week 3 Term 4**	Full-time, permanent Scale A teaching position vacancy submitted to the Education Gazette for publication
Monday 9 November 2026	**Week 5, Term 4**	Applications for the full-time, fixed-term Scale A teaching position closes at **12:00 pm**
Tuesday 10 November 2026	**Week 5, Term 4**	Shortlisting Shortlisted candidates will be contacted and advised of their Interview
Friday 13 November 2026	**Week 5, Term 4**	Interviews conducted at Wadestown School **(Rose Street site)** Referee Checks undertaken
Saturday 14 Nov - Sunday 15 Nov 2026	**Week 5, T4**	Referee checks conclude and successful applicant notified

WADESTOWN SCHOOL
Job Description: Tōtara Team Leader

Our Wadestown School Vision			
Te Whakatipu me to Honohono Hei Akonga: Growing and Connecting as Learners			
Our Wadestown GROW School Values			
G	**R**	**O**	**W**
Gratitude	**Resilience**	**Others**	**Wonder**
Whakawhetai	***Pakari***	***Whānaugatanga/ Tuakana-teina***	***Mīharo***

Key Relationships

- Team members
- Leadership Team
- Principal and Deputy Principal
- Administration Team
- Support Staff
- Students and their whānau

Professional Behaviour and Role Modelling

- Demonstrate professionalism, respect and reliability. Be on time and meet deadlines.
- Communicate openly and honestly
- Raise concerns appropriately and seek support when needed
- Model the school vision, values, and Professional Teaching Standards
- Keep student wellbeing and learning at the centre of decision-making

Team Culture and Leadership

- Oversee staff wellbeing and promote positive working relationships
- Foster a positive, safe, and collaborative team culture for staff and students
- Uphold open communication, trust and teamwork
- Coach and mentor each individual team member to develop their individual capabilities
- Draw on and develop the indirect strengths of team members
- Lead difficult conversations constructively when required
- Promote culturally sustaining practices, and value of Te Reo Māori and Te Ao Māori
- Uphold and model the school vision and values
- Develop a team culture that provides the best possible outcomes for both teachers and students
- Uphold high expectations

Contributing Member of the Leadership Team

- Share team updates and perspectives at Leadership Meetings
- Support schoolwide initiatives and changes
- Keep the Principal informed of concerns or issues
- Maintain and share accurate team meeting minutes
- Prepare term newsletters outlining teaching and learning programmes
- Contribute to the analysis of schoolwide assessment and Board reporting e.g. PAT

Planning, Assessment, and Pedagogy

- Lead the development, implementation and evaluation of Long Term Plans to inform effective planning and assessment across all curriculum areas
- Ensure assessment data is current and used to track progress
- Monitor teaching programmes to meet diverse student needs
- Identify students requiring support or extension
- Work alongside SENCos to coordinate interventions and support
- Check all team members are planning and assessing for their students across the core-curriculum areas (Reading, Writing and Mathematics) and the wider curriculum
- Monitor that the teaching and learning meets the needs of all students and engages and motivates students
- Use assessment data to monitor and track all students' identify those students across the team who need priority support and/or extension
    - *Identify students of concern in Team Meeting minutes and through professional discussions*
    - *Raise concerns about student achievement or welfare/wellbeing with the SENCos*
    - *Coordinate support and strategies to support students*

Reporting to Parents and Whānau

- Support teachers with curriculum reporting and moderation processes
- Ensure reporting practices align with school guidelines
- Monitor timelines and completion of mid-year and end-of-year reports
- Ensure accurate and consistent ID assessments
- Moderate ID assessments
- Edit and review team reports

Team Organisation and Meetings

- Lead weekly team meetings focused on teaching, student achievement, and professional growth
- Prepare meeting agendas
- Maintain systems for tracking student achievement data
- Oversee organisation of trips, camps and EOTC events, including RAMs and child protection procedures

Budget Management

- Manage the team budgets and student donations responsibly
- Submit invoices and receipts to the Finance and Office Administrator
- Plan trips and activities within the annual donation budget

Pastoral Care and Student Wellbeing

- Oversee student wellbeing, attendance, and pastoral support
- Work collaboratively with whānau to address concerns
- Ensure students have trusted support networks
- Maintain communication with families regarding achievement and/or wellbeing concerns
- Record significant parent communication appropriately
- Attend IEPs and work alongside SENCos and SLT as needed

Behaviour Management

- Maintain oversight of behaviour management across the team
- Develop shared expectations and celebrate positive behaviour
- Work collaboratively with teachers, students, and whānau to address issues
- Escalate ongoing or complex concerns and/or complaints to the Deputy Principal and/or Principal

Administration Responsibilities

- Complete and submit RAMS within required timelines
- Maintain accurate school planning information
- Maintain open communication with the office and keep them updated with changes
- Contribute to school newsletters
- Communicate key updates with administration staff
- Organise relievers and manage CRT arrangements
- Discuss changes with Principal and update the Finance and Office Administrator

Additional Responsibilities particular to the Tōtara Team

- Oversee and support Road Patrol Training and Timetabling of students, parents and teacher supervisors and assist with road safety
- Organise, plan and lead the annual Year 5 and 6 Team Camp (EOTC)
- Organise and lead the annual Year 4 overnight stay at the Zoo (EOTC)
- Organise relievers for Years 3 - 6 and provide timely updates to the Admin Team and Principal

WADESTOWN SCHOOL

Job Description

Scale A Classroom Teacher

Our Wadestown School Vision			
Te Whakatipu me to Honohono Hei Akonga: Growing and Connecting as Learners			
Our Wadestown GROW School Values			
G	**R**	**O**	**W**
Gratitude	**Resilience**	**Others**	**Wonder**
Whakawhetai	**Pakari**	**Whānaugatanga/Tuakana-teina**	**Mīharo**

Primary Responsibilities of a Scale A Classroom Teacher

- Uphold the school's vision and values
- Uphold the Wadestown School Code of Conduct (separate documentation)
- Assist and support the implementation of the school's Strategic Goals
- Uphold the Wadestown School policies and procedures (School Docs)
- Meet the Standards for the Teaching Profession

Indicators:

Giving Effect to the Treaty of Waitangi

- Understands and recognises the unique status of tangata whenua in Aotearoa/New Zealand
- Understands and acknowledges the histories, heritages, languages and cultures of partners to Te Tiriti o Waitangi
- Uses and develops their te reo capabilities and knowledge of tikanga Māori.

Teaching Pedagogy

- Maintains an up-to-date knowledge and understanding of the Te Mātaiaho NZ Curriculum (NZC).
- Ensures teaching strategies and learning objectives are appropriate to the culture, age, ability and attainment of students.
- Teaching strategies focus on individual student's needs and interests and programmes are differentiated to meet these.
- Strategies include a wide range of teaching methods, learning activities, instructional material, and resources.
- The expectations for each student are clearly expressed, realistic and challenging.

- Strategies reflect the link the teacher has made between teaching practice and contemporary theories of learning e.g. The Science of Learning.
- Cooperatively and independently, plan, prepare and evaluate teaching and learning programmes appropriate to the identified needs of the students.
- Monitors and assesses student's achievement and progress and keeps cumulative records of relevant data, observations.
- Actively participates in professional development and transfers this into their teaching practice.

Classroom Management

- Positive relationships are built with each individual student and an inclusive classroom culture is developed and maintained.
- High expectations for student behaviour are clearly communicated, maintained and fairly applied.
- Establishes a safe learning environment for all students.
- Establishes and maintains a stimulating and attractive classroom environment where everyone is included and valued.

Curriculum Delivery

- The purpose and aims of the Te Mātaiaho NZ Curriculum are understood, and are reflected in the delivery of programmes.
- Curriculum delivery reflects:
    - the curriculum goals of the Wadestown School Strategic Plan
    - specific school initiatives as determined in the Wadestown School Annual Plan
- A balanced curriculum is delivered.
    - Timetabling reflects adequate time spent on each subject area and takes due consideration for prime teaching times.

Professional Relationships

- Engages in reciprocal, collaborative learning-focused relationships with:
    - learners, family and whānau;
    - teaching colleagues, support staff and other professionals;
    - agencies, groups and individuals in the community.
- Communicates effectively with others.
- Actively contributes and works collegially.

Contribution to the Wider Life of the School

- Develops positive, professional relationships with parents.
- Participates constructively in meetings and contributes to school wide activities or events.



Wadestown School Application Form

Application for Appointment to Wadestown School
Team Leader and Classroom Teacher - Full Time, Permanent Position 2027

Thank you for applying for this position.

1. Please complete this form personally. When you have answered all the questions please sign and date it on the last page.
2. Please attach both your CV and a covering letter that outlines your personal and professional strengths, and why you believe that you would be an asset to Wadestown School.
3. Copies only of qualifications should be attached. If you are successful in winning the position you will be required to provide originals as proof of qualifications.
4. If you are invited to an interview you may bring whānau/support people at your own expense. Please let us know if you intend to do this.
5. If any information given in this application proves to be not correct any offer of employment may be withdrawn or appointment may be terminated if information is later found to be false.
6. In terms of a criminal conviction the Criminal Records (Clean Slate) Act 2004 allows that certain convictions do not have to be disclosed providing:
   a. you have not committed any offence within 7 consecutive years of being sentenced for the offence **and**
   b. you did not serve a custodial sentence at any time **and**
   c. the offence was not a specified offence (specified offences are often sexual in nature) **and**
   d. you have paid any fine or costs

   Custodial sentences include preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not required to disclose convictions which meet the requirements of the Criminal Records Act, but you may do so if you wish. If you are uncertain whether or not you must disclose a conviction, please contact the Ministry of Justice.
7. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
8. All information collected from referees will be destroyed at the end of the selection process.
9. All information received in relation to the appointment will be held in confidence by the Wadestown School Board and used only in relation to the appointment process.

If you have any questions about the form or any of the information it contains, please contact:

Amanda Frater - amandaf@wadestown.school.nz

This page must be retained on file as part of the application. Do not remove it from the completed application.



APPLICATION FORM: WADETSOWN SCHOOL
Tōtara Team Leader and Classroom Teacher - Full Time, Permanent, 2027

Position:	**Tōtara Team Leader and Classroom Teacher** **Full-Time, Permanent Position 2027**
Level:	Years 3 - 6
Full Name:	
Address:	
Email address:	
Phone number:	
Cell phone number:	
Ethnicity:	
Teacher registration number:	
Teacher registration expiry date:	
Teacher Registration Status:	

Please tick the appropriate boxes below

Citizenship/residency status	**Yes**	**No**
Are you a New Zealand Citizen?		
If not, do you have NZ permanent resident status?		
Do you have a current work permit?		

Criminal activity	**Yes**	**No**
Have you ever had a criminal conviction? (Convictions under the Clean Slate Act do not have to be disclosed – see above)		
Have you ever received police diversion for an offence?		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?		
Are you awaiting sentencing/currently have charges pending?		
Have you been the subject of any concerns involving student safety?		
In addition to the information provided above, is there anything else we should know to assess your suitability for appointment to this position and ability to do the job?		
If you have answered yes to any of these questions please attach details to this application.		

Health and general suitability	**Yes**	**No**
Do you have any disability that may require support?		
Have you had any injury or medical condition caused by gradual process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries which the tasks of this job may aggravate?		
Is there anything else we should know about your health to assess your appointment to this position and ability to do the job?		
If you have answered **yes** to either of these questions please attach details to this application.		
Drivers licence	**Yes**	**No**
Do you have a current New Zealand driver's licence?		

Qualifications	
Please give your highest secondary school qualification:	
Please list your tertiary qualifications:	
Please give any other qualifications relevant to this position:	

Employment history – please begin with your most recent employment			
Period worked	**Employer's name**	**Position and class level if in a teaching position**	**Reason for leaving**

Referees

Please provide the names of **three** people who are willing to act as referees for you.

At least two should be able to attest to your recent work performance.

Name	Relationship to applicant (e.g. Principal/DP/Team Leader)	Email and phone contact details

Authority to approach other referees	Please sign
I authorise the Wadestown School Board or nominated representative to approach my referees or people other than the referees whose names I have supplied to gather information related to my suitability for appointment to the position for which I am applying.	
I authorise the Wadestown School Board or nominated representative to approach the Teachers Council (or equivalent body) to access any information, including matters under investigation to gather information related to my suitability for employment to this position.	

Declaration

I declare that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment or, if appointed, may be liable to be dismissed.

Signature: _____ ***Date:*** _____

This application is to be completed and submitted electronically as a PDF file. A signed hard copy must also be provided.

Amanda Frater

Tumuaki/Principal - Wadestown School