

APPLICATION PACK: Wadestown School

Person Specification

Scale A Teacher, 2027

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

We seek a teacher who is:

- friendly and approachable - a team player who will work collaboratively alongside a range of people
- able to build meaningful relationships within our school community; across local whānau, staff and students
- a highly reflective and hardworking classroom practitioner
- committed to strong academic and wellbeing outcomes for all students
- willing to share their curriculum strengths and knowledge and contribute to the wider life of the school
- open to growing professionally and is able to take on feedback, new ideas or approaches.
- able to sustain open, professional partnerships with our whānau; to help support all students to have a sense of belonging at Wadestown School
- a clear communicator.
- able to contribute to an inclusive school culture that promotes and celebrates diversity.
- culturally aware and responsive
- passionate about working and contributing to Wadestown School.



APPLICATION PACK:WADESTOWN SCHOOL

Job Description

Scale A Teacher - Years 7 and 8 (Full Time, Permanent)

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.

Timeline for the Wadestown School Appointment for 2027

Scale A Teaching Position (Year 7 - 8) - Full time, Permanent

Appointment Process:

Thank you for submitting an application for the recently advertised full-time, permanent Scale A position (Year 7 - 8) 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
Friday 30 October 2026	**Week 3 Term 4**	Full-time, permanent Scale A teaching position vacancy submitted to the Education Gazette for publication
Wednesday 11 November 2026	**Week 5 Term 4**	Applications for the full-time, fixed term Scale A teaching position closes at **9:00 am** Shortlisting for the position (pm)
Thursday 12 November 2026	**Week 5 Term 4**	Shortlisted candidates will be contacted and advised of their Interview (pm)
Friday 13 November 2026	**Week 5 Term 4**	Interviews conducted at Wadestown School (Rose Street site)
By Monday 16 November 2026	**Wk 6, Term 4**	Referee checks undertaken
By Tuesday 17 November 2026	**Wk 6, Term 4**	Successful applicant notified



Wadestown School Application Form

Application for Appointment to Wadestown School
Scale A 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: Scale A Teacher, Wadestown School
Full Time, Permanent, 2027

Position:	Scale A Teacher - Full Time, Permanent Scale A Teacher, 2027
Level:	Year 7 - 8
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