Duntroon School

SCALE A TEACHER: Permanent. Starting Term 1 2027
Preferred level Yr 0 - 2

This Application pack includes:

- Letter from the Principal
- Application Information (including timeline for appointment)
- Person Specification
- Application Form
- Referee Forms and associated declarations

Please submit:
- The accompanying forms
- Curriculum Vitae
- Covering letter stating your strengths and suitability for the position

Timeframe:

Wednesday 4th November 2026 - Position Advertised
Friday 13th November 2026 - 3 pm Applications Close
Week of 16th - 20th - Shortlist completed and interview

Please Note: if you would like to tour the school prior to the closure date please contact the principal by email: principal@duntroon.school.nz or (03)4312829.

IMPORTANT NOTES FOR APPLICANTS

- Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
- We welcome applications from New Zealand and Australian trained teachers. NZ registration is a requirement.
- 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.

Please send applications to: The Principal Duntroon School, 1 Livingstone Street, Duntroon, 9494 (marked as confidential) or by email to principal@duntroon.school.nz

Duntroon School

The **BEST** we can be! • Ko te **PAI** e taea e tatou!

Principal greeting

Dear Applicant,
I welcome your expression of interest in the Teaching position at our vibrant and growing school.

Duntroon School is a well-resourced full primary school located in the picturesque North Otago town of Duntroon. Serving a broad catchment area that includes the Waitaki Valley and Danseys Pass regions, our school is proud of its enthusiastic learners who actively engage in a wide variety of activities. We are supported by a dedicated Home and School committee and a highly involved community. You may know about our major fundraiser the Home and School team put on every year - Danseys Pass Trail Ride. It is the longest trail ride in NZ and Australia!
Everyone here has a 'can do' attitude with the warmth and support only country areas really know how to do. Once you get to be part of our school community you will really start to appreciate that part of our culture.

Duntroon School's students hail from across the beautiful Waitaki Valley, including areas such as Otekaieke, Livingstone, Danseys Pass, Tokarahi, and the township of Duntroon itself. With three school buses bringing the majority of our children to school, we are proud to serve a broad rural community. Our students embody the best qualities of rural life. They are enthusiastic learners, enjoy physical and sporting activities, and approach challenges with a practical mindset. They demonstrate compassion, empathy, and a willingness to help others, creating a warm and welcoming environment for everyone, including new students.

We have a current roll of 109 students (and growing) taught across five mixed year-level classrooms. Our team of highly capable and collaborative teachers supported by three competent and caring teacher aides work diligently to provide diverse opportunities that engage and inspire students to become successful, lifelong learners. We emphasize targeted support for identified learners and ESOL students through personalised teaching in one-on-one or small-group settings, ensuring every child's specific learning needs are met. We have a strong culture of tuakana-teina which supports respectful guiding relationships.

We have a great relationship with our neighbouring schools whom we regularly meet with for different events from Cross country to Tech days. If you struggle to pack a lunch we have a great cafe up the road to nourish you. Every morning our view is up to the hills and mountains. If you like working with country kids, fun colleagues and being in a country setting in a pretty great part of the world then this could be your dream job!

More information about our school can be found on our website: www.duntroon.school.nz. If you have any questions, please don't hesitate to contact me directly at principal@duntroon.school.nz.
We look forward to receiving your application.

nga mihi nui
Sarah Caldwell
Principal Duntroon School

PERSON SPECIFICATION

- Structured Literacy trained an advantage
- Having a great sense of humour and sense of fun
- Be a team player - being able to seek and give support when needed
- Flexibility with people and circumstances
- Use your initiative and pursue positive outcomes when working collegially
- Be passionate about your work, thriving on knowing you successfully taught and progressed students
- Get involved in the school activities and be open to mixing with students and families
- Be able to communicate face to face (not just emails) and not be afraid to take the time to chat through situations with families and colleagues
- Take pride in having a professional approach to ensure high quality teaching and learning takes place inside and outside of your classroom
- Engage with professional development to optimise learning and application of the New Zealand curriculum in your classroom
- Demonstrate positive management of student behaviour through consistent implementation of our school values and expectations
- Understand and demonstrate support of students with learning challenges and maintain confidentiality with every interaction
- Valuing the diversity of our school community along with the rich history of families who have been in this area for multiple generations
- Respecting, valuing and promoting Māori culture, Te Reo and Tikanga, and promoting a multicultural perspective within the school

At Duntroon School you can expect that the school will within its available resources, practices and policies:

• Support you personally and professionally to be the best practitioner in order to teach our learners
• Support your professional development to meet identified needs
• Treat you with gratitude and integrity as identified in our school values
• Provide a system of professional growth that meets legislative requirements.

In return there is the expectation that you will:

• Support and promote the school
• Promote and live within the school values.
• Engage in professional learning to enhance your practice
• Be an active supportive member of the learning community
• Meet the tasks allocated to you.
• Contribute to the teaching team and school in a positive manner.

Key tasks – Scale A Teacher:

• Meet and uphold the criteria of ‘Our Code, Our Standards’.

• Meet any requirements of Professional Growth Cycles.
• Address student targets for Priority Learners and Wellbeing.
• Support the goals of the school’s Strategic Plan and Annual Goals.
• Ensure positive communication is used between home and school.
• Support and teach our school values: Honesty, Respect, Perseverance, Co-operation & Inclusion.

Specific Tasks:

• To be negotiated with the successful candidate.

Preferred experience and strengths:

• Structured Literacy
• Play based learning approach
• Mathematics
• Use of Te Reo in the classroom
• Strong Team Player

PERSONAL DETAILS

Name in full	
Preferred name:	
Email	
Phone number	
Address	
Post code	

NZ citizen	YES / NO
If not, do you have an NZ work permit	YES / NO
Criminal conviction	YES / NO
Are you awaiting sentencing/currently have charges pending?	YES / NO
If Yes, please state the nature of the conviction/cases pending	
Have you ever received a police diversion for an offence?	YES / NO
If Yes, please give details	
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	
If Yes, please give details	
Have you ever been subject to any concerns involving children's safety?	YES / NO

If Yes, please give details:	
Discharge without Conviction	YES / NO
Details	
In addition to other information provided, are there any factors that we should know to assess your suitability for appointment and ability to fulfil the role advertised?	YES / NO
If Yes, please elaborate:	

Are there any health related conditions which could impact on your ability to perform the position applied for:	YES / NO
Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:	

EMPLOYMENT INFORMATION

Teacher Registration Number:	
Teacher Registration Expiry Date:	

Current and Previous Teaching Positions: Preferably for up to five years

From	**To**	**Employer**	**Position**
Leaving reason:			

From	**To**	**Employer**	**Position**
Leaving reason:			

From	**To**	**Employer**	**Position**
Leaving reason:			

Degree	University	Year
Other qualifications		
Relevant experience:		

Experience

List experience and abilities relevant to the requirement(s) stated in the advertisement, indicating current level of experience. This may include: (a) Practical involvement in successful teaching programmes (b) Performance as a school resource person or as part of a resource group (c) Activities/Projects where you gave leadership/guidance to colleagues or teacher trainees. (you may continue on a separate sheet)

REFEREES:

Name	
Phone	
email	
Capacity in which you have known this person	

Name	
Phone	
email	
Capacity in which you have known this person	

Name	
Phone	
email	
Capacity in which you have known this person	

Any other additional information you consider relevant:

Authority to approach other referees:

I authorise the board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to suitability for appointment to the position.	YES / NO
I authorise the board, or nominated representative, to access any information held by the Teachers Council, including matters under investigation, to gather information related to suitability for appointment to the position.	YES / NO

DECLARATION:

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated:

Applicant's Full Name:

Applicant's Signature:

Date: