Application Pack

Fixed Term Part Time: Literacy Support Teacher 2027

October 30th 2026

Tēnā koe,

Thank you for your interest in this fantastic opportunity at Tākaka Primary School.

Tākaka Primary School has a Fixed Term 0.7 Teaching position for 2027: This position is for Structured Literacy Support (SLA) and the Maths Acceleration Programme (MAP) across the school, Year 0-6.

Please ensure your application includes the following:

- The completed application form (Attached below)
- A current Curriculum Vitae
- A covering letter detailing why you would be a good fit for this position.

All applications must be marked "Confidential - Job Application" and reach us no later than 9am on Monday 3rd November.

Applications should be sent to: principal@takakaprimary.school.nz

Or dropped off or sent to:

The Principal
Tākaka Primary School
9 Wadsworth Street
Tākaka 7110.

Please feel free to contact me if you have any questions. Further information can be gained by viewing our school's website and Facebook Page. TPS Website TPS Facebook

All the very best with your application!



Corinne Rowe
Principal / Tumuaki
Tākaka Primary School

Vacancy Details:

Literacy Support Teacher (0.7 FTTE, fixed term), commencing 2nd February 2027 - 16th December 2027

Advertisement:

Do you love working with children? Want to work in a fun, collaborative school environment? Then, do we have the position for you!

This is an exciting opportunity for an educator who wants to work as part of a collaborative team environment that provides rich opportunities to learn, grow and build your capacity as a teacher. If you are a person who sees yourself as a learner and can develop positive relationships, we want you!

Tākaka Primary School, is a well-resourced Primary School located in the heart of Golden Bay. This rewarding role would see you supporting Tier 2 and 3 Structured Literacy Intervention (SLA) across the school, as well as teaching the Maths Acceleration Programme (MAP) across the school. Professional development will be available to the successful applicant.
This is a part-time (0.7FTTE) fixed term position spread over four days, Monday - Thursday.

Timeline:

- Applications advertised: Friday 30th October 2026
- Applications close: Monday 9th November, 2026 9.00am
- Interviews: Tuesday 10th November
- Tuesday 2nd February 2027 - Position begins

While every endeavour will be made to keep to this timeline please allow for some variance for unexpected events or situations.

Our Vision:

Creating Collaborative, Connected, Life Long Learners who thrive in Respectful Relationships.

We value the development of competencies and values to ensure our tamariki are prepared for THEIR future. These are explicitly taught and embedded throughout life at Tākaka Primary School. We live our school values and qualities everyday!

TPS Kids are Kia ora Kids.

Our School Values include:



Our School Qualities include:

- Whakapapa / Relationships and Belonging
- Kaitiakitanga / Guardianship and Protection
- Toitoi Manawa / Ignite the Heart
- Rangatiratanga me te auehatanga / Leadership and Creativity

These qualities drive the local curriculum here at Tākaka Primary School.

Position Description:

Key Tasks:

As a Literacy and Maths Support Teacher at TPS, you will:

- Have current knowledge and experience of evidence-based intervention models, particularly Structured Literacy (SL) and principles (phonological awareness, phonics, fluency, vocabulary, and comprehension).
- Design learning, with an appropriate depth and pace, based on curriculum and pedagogical knowledge, assessment information and an understanding of each child as an individual, as outlined in the TPS Scope and Sequence.
- Design and deliver targeted, small-group and one-on-one Literacy and Maths interventions for Tier 2 and Tier 3 learners.
- Administer Structured Literacy and Maths assessments: administering appropriate diagnostic and progress-monitoring assessments used by the school, and use these to inform and modify intervention support.
- Track, interpret, and clearly report measurable outcomes and student growth to the Learning Support Coordinator, Principal, and whānau. We use Hero to report progress and achievement.
- Believe in, embrace and realise our school vision: Creating Collaborative, Connected, Life Long Learners thriving in Respectful Relationships.
- Model and integrate our Kia ora Kid Values and Qualities into your day with learners, colleagues, whānau and the wider community.
- Form positive and collaborative relationships with learners and whānau through identifying strengths, interests, needs, identities, languages and cultures.
- Demonstrate a commitment to Te Tiriti o Waitangi, understanding the importance of Te Ao Māori in our context and striving to embed Culturally Responsive and Relational Pedagogy into your classroom. ● Create a welcoming, caring and creative learning environment that treats everyone with respect and dignity.

Professional:

As a Literacy and Maths Support Teacher at TPS, you will:

- Adhere to Our Code and Standards. Show commitment to the teaching profession, learners, families and whānau and society.
- Be agentic, engage in professional growth opportunities, inquire into and reflect on the effectiveness of practice in an ongoing way, using evidence from a range of sources.
- Utilise digital technology for assessment and reporting purposes.
- Consistently follow the TPS behaviour learning procedures as required.
- Be a collaborative team player who believes you are a better teacher everyday when you collaborate. ● Meet deadlines and be organised to help the school function effectively.
- Communicate effectively in a timely manner with learners, colleagues, whānau and the wider community.

Personal:

As a Literacy and Maths Support Teacher at TPS, you will:

- Display a positive energy/attitude and professional interactions across the school and wider community. ● Be self aware, reflective and motivated to improve.
- Show and take initiative in and across the school.
- Have high expectations for yourself and learners.
- Be eager to explore new ideas and embrace change.
- Show integrity by supporting and speaking positively about colleagues and the approaches/direction of the school, while maintaining confidentiality.
- Display a positive attitude and good sense of humor.
- Be a living example of our school vision, values and qualities.

Application Pack - Tākaka Primary School

This form is to be completed and sent with a covering letter and Curriculum Vitae.

Surname	**First Name**

Full postal address

Contact phone numbers		
Mobile	**Home**	**Work**
Email		

Qualifications					
Teaching Qualification/s					
Awarding Institution/s					
Practising Certificate	STC	Provisional	Full	Expiry Date	Number
Higher Teaching Qualification? (if yes, provide details)					

Present Employment	
Employer	
Position Held	
Time in position	

Employment History (VCA requirement, please complete for the last 5 years)			
Position	**Class Level**	**School**	**Reason for Leaving**

Referees (please supply the names of at least two referees who can attest to your performance)				
Name	**Role**	**Contact Phone Numbers**		
		Mobile	**Work**	**Home**

Equal Employment Opportunities
Staff are asked to complete the following information so that we are able to update our EEO database of current school employees. This information will be held for no purpose other than meeting legislative purposes.

Gender	Male	Female
Date of Birth		
Ethnic Identity (please circle one or two boxes that best describe you)		
New Zealand European	Māori	Pacific Islands (eg: Samoan, Niuean, Tongan, Fijian, Cook Island, Tuvalu)
Asian	Other:	
Do you live with the effects of a long term injury, illness or disability?	Yes	No
If yes, what does your injury, illness, disability affect?		
movement	vision	respiration
hearing	speech	mental health
Other (please specify)		

Do you need technical aids, equipment or adaptations to your workplace, to make your work easier or to increase your work performance?		
If yes, please provide details	Yes	No

Declaration		
Have you ever been convicted of any offense against the law (apart from minor traffic convictions) or otherwise know of any reasons why you should not be employed to work in the school environment.	Yes	No
If you answered yes, please provide the date and details of the offense, or other reasons, together with any comments you wish to make:		
I am currently registered as a New Zealand Teacher	Yes	No
I agree that the Tākaka Primary School Board of Trustees, or a representative, may contact the persons named as referees to provide references and to make inquiries of others as necessary to further this application. I agree that this may also mean contacting any people who aren't named in a reference that I have submitted within my CV.	Yes	No
The information given in this application is confidential and will only be used for the purpose of this application. I understand that I can have access to this information upon written request.		
I _____ declare that to the best of my knowledge, the answer to the questions in this application are correct. I understand that if any false information is given or any material fact suppressed, I may not be appointed, or if employed, I may be dismissed.		
Signed	Date	