HAMILTON CHRISTIAN SCHOOL

1 Micah Place, Rototuna North, Hamilton, 3210
www. hamiltonchristian.school.nz
admin@hamiltonchristian.school.nz
(07) 854 0010

Dear Applicant,

Thank you for your interest in joining our team at Hamilton Christian School.

Due to ongoing roll growth, we have a number of exciting new teaching and leadership roles available across the school. We are seeking passionate, Christ-centred educators who are dedicated to academic excellence, student wellbeing, and living out our school's Special Character.

How to Apply Please submit your completed application pack via email to **vacancies@hamiltonchristian.school.nz** by **12:00 pm, Sunday, 15 November 2026.**

Your application must include:

1. A covering letter
2. A current Curriculum Vitae
3. A completed Application Form (clearly indicating the specific position you are applying for)

Referee Form Information Our referee process is completed online via this Google Form link. Please copy the link and forward to your three referees as soon as possible.

The referee form is divided into three sections: **Professional**, **Character**, and **Spiritual**. Please ensure you advise each referee to complete the section relevant to them. All referee responses must be submitted by **4 November 2026**.

Key Dates & Timeline

- **Applications Close:** 12:00 pm, 15 November 2026
- **Referee Forms Due:** 15 November 2026
- **Shortlisting & Referee Checks:** 15 November 2026
- **Interviews:** To be confirmed

Application Checklist Before emailing your application, please ensure you have:

[ ] Completed all sections and key questions on the application form.
[ ] Forwarded the Google Form link to your 3 referees (Professional, Character, Spiritual).
[ ] Attached your CV and cover letter.
[ ] Compiled your completed documents into a **single PDF** scanned copy to email.

We look forward to receiving your application and praying with you through this process.

Kind regards,

Barbara Haefele
Principal's PA
Hamilton Christian School

Advertisement

Faculty Leader – Mathematics (Years 9–13)

Hamilton Christian School

Full-time, Permanent | 2MU + 1MMA

Start Date: Term 1, 2027 (or by negotiation)

Due to ongoing roll growth, we have a number of exciting new teaching and leadership roles available. We are seeking a warm, relational Christ-centred Faculty Leader – Mathematics to guide our teaching team across Years 9–13.

Hamilton Christian School is a composite Christian school committed to offering rich learning grounded in a Biblical worldview. We pride ourselves on a supportive staff community where teachers and ākonga are valued and encouraged to do their best.

What we are looking for:

- A vibrant personal Christian faith and a genuine desire to uphold our school's special character.
- **Minimum of 3 years' experience and classroom teaching at NCEA Level 3 Mathematics, Calculus and Statistics.**
- A solid grasp of Te Mātaiaho / NZ Curriculum, NCEA assessment standards, and Numeracy pathways.
- Excellent communication skills, strong classroom organisation, and a heart for supporting staff wellbeing and student achievement, encouraging a team culture rooted in Christian values, biblical truth, and genuine care for one another.

You will oversee day-to-day department operations, curriculum planning, NCEA moderation, and extension work alongside a friendly, dedicated team.

Applicants must be NZ-registered teachers with current NZ work rights.

How to apply:

Please visit our website for an application pack. Submit your CV, cover letter, and application form to:

Principal's EA: vacancies@hamiltonchristian.school.nz

Applications close: 12.00 pm, Sunday, 15 November 2026

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"Teach me Thy way, O Lord"

TEACHER APPLICATION FORM

POSITION APPLYING FOR:

A. PERSONAL DETAILS:

Title: **Surname:**

First Name(s)

Preferred Name:

Full Postal Address:

Date of Birth: **Email:**

Telephone Number/s: *(home)* *(mobile)*

Marital status:

Eligibility to live and work in NZ (please indicate your status)

Nationality: Country of Birth:

Are you a NZ Citizen ☐ Yes ☐ No

If not, do you have Resident status, or ☐ Yes ☐ No

A current Work Permit / Visa, if yes, please provide details below ☐ Yes ☐ No

B. NZ TEACHER REGISTRATION:

Number: Expiry date: Status:

C. EDUCATIONAL QUALIFICATIONS: *(name of degree, diploma completed, etc.)*

Qualification	Institution awarded from (country)	Date completed

D. PRESENT APPOINTMENT OR LAST POSITION HELD:

Position / Type	School	Date appointed

E. TEACHING SERVICE – (*beginning with the most recent):*

Position	Class Level(s)	School	Date from	Date until

F. HEALTH:

Please comment on your physical and emotional fitness for the position.

G. PAST AND PRESENT PROFESSIONAL RESPONSIBILITIES:

Give details concerning the nature and extent of professional responsibility and leadership exercised in present and past positions, if applicable.

H. RELEVANT EXPERIENCE, ABILITIES, QUALIFICATIONS OR OTHER INFORMATION:

If there is any other relevant information that would assist the Board in making its decision about your suitability for otherwise to fill this role please outline this below.

I. OTHER EXPERIENCE:

Please outline any other experience and special training that you have that would add value to this role.

J. FAITH PERSPECTIVE:

Are you an active member of a local church? ☐ Yes ☐ No

If so, which church do you attend?

Name of Minister / Pastor:

How frequently do you attend church?

Give details of any church activities you have been involved with.

Please briefly outline your Christian faith journey and your views on what it means to be a Christian.

K. ADDITIONAL FAITH QUESTIONS: Please briefly explain your views about:

The authority and accuracy of the Bible

The theory of evolution and its relationship to what the Bible teaches

Same-sex relationships

L. REFEREES:

Please supply details of 3 Referees as noted in the covering letter (please inform them that they may be contacted).

Type of Referee	Name and Title	Phone number and email address
Professional Referee (Principal / Faculty Lead)		
Character Referee		
Spiritual Referee (Church Minister / Pastor)		

HAMILTON CHRISTIAN SCHOOL - STATEMENT OF FAITH

I BELIEVE IN:

a) The Unity of the Father, the Son and the Holy Spirit as the Godhead.
b) The Sovereignty of God in creation, revelation, redemption and final judgment.
c) The Divine inspiration, inerrancy and trustworthiness of Holy Scripture, as originally given and its supreme authority in all matters of faith and conduct.
d) The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
e) The Deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His present mediatorial work and His personal return in power and glory.
f) Redemption from the guilt, penalty, pollution and power of sin only through the sacrificial death (as our representative and substitute) of Jesus Christ, the Incarnate Son of God and received by the grace of God through faith alone.
g) The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting them repentance towards God and faith in Jesus Christ.
h) The indwelling and sanctifying work of the Holy Spirit in the believer.
i) The bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
j) The one holy universal Church, which is the body of Christ, to which all true believers belong and in which they are united through the Spirit.

Please tick to confirm acceptance of the following statements prior to signing this application.

☐ I agree with the above Statement of Faith.

☐ I believe the information I have supplied in this application is true and correct to the best of my ability.

☐ I hereby apply for the staff position as indicated in the application title.

☐ I give my permission for the Board of Hamilton Christian School or their representatives to make enquiries of referees and/or past or present; employers, colleagues or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.

☐ I have never been charged with an offence that would impact on my suitability to work with children or young persons.

Applicant's Signature: _____ **Date:** _____

Applicant's Full Name *(please print)*: _____

JOB DESCRIPTION:

TEACHER

Version dated: 25 August 2021

Position Title	Teacher
Reports to	Team Leader, Head of School and Principal
Working Relationships	External: RTLB Teacher and other support agencies as needed for the success of all learners Internal: Other staff in the team, Deputy Principal, Assistant Principal, Team Leaders, Deans, SENCO, Sports and Specialist teachers and all other staff members

Purpose of the position
Hamilton Christian School recognises that there is a distinct difference between educators who are Christian and Christian Education.

As a teacher at Hamilton Christian School, you will live out the school's motto of Acting justly, Loving Mercy and Walking Humbly with our God. This difference will be manifest through your pedagogy, planning and service to the school, students, parents and other staff members.

Key Responsibilities	Professional Growth Cycle
Fulfil the obligations of the NZ Teaching Council's code and standards	Code and standards will be met.
Meet the requirements of the Hamilton Christian School vision for Christian Education as detailed in the HCS Staff Handbook	Evidence will be observed in planning, teaching and pastoral care.
Love all students	All students will feel safe, valued and willing participants in their education.

Tasks and Duties: These include, but are not limited to:

- Build the classroom programme following the NZ Curriculum
- Understand all expectations as outlined in the HCS Staff Handbook
- Prepare and maintain resources
- Work collaboratively with all members of your teaching team
- Ensure the safety and well-being of students at all times
- Any other duties as required from time to time

General Responsibilities
Comply with all board policies and relevant legislation.

Please note: Aspects of this job description may change or evolve depending on the successful applicant, the nature of the role, and the department's needs.

Date approved:	25 November 2019
Reviewed:	25 August 2021
Date appointed:	25 August 2021

JOB DESCRIPTION:

FACULTY LEADER – MATHEMATICS

DESCRIPTION

The Faculty Leader role at Hamilton Christian School is key to delivering high-quality, engaging learning across the Mathematics Department in Years 9 –13.

The Faculty Leader ensures the mathematics department runs smoothly day-to-day, managing administrative and operational systems so teachers can focus on creative teaching, strong problem-solving pedagogies, and effective NZ Curriculum delivery.

Requirements & Advantages:

- **Minimum Requirement:** A minimum of 3 years' experience teaching NCEA Level 3 Mathematics (Calculus and/or Statistics).
- **Distinct Advantages:** Experience teaching Level 3 Calculus.

LINE OF AUTHORITY

The Faculty Leader is responsible to the Head of School and the Principal.

RESPONSIBILITIES

Bringing a Christian perspective to all parts of the role and working alongside colleagues to support student learning, the Faculty Leader will:

- Ensure high-quality teaching from a Christian worldview happens across the department, exploring God's order, logic, patterns, and stewardship through mathematics, and is reflected in unit planning.
- Keep student engagement high and track academic progress across all levels, including NZC Mathematics strands, NCEA Achievement Standards, and Numeracy co-requisites.
- Handle department administration efficiently:
    - Complete RAMS forms for field trips and competitions promptly.
    - Manage department spending, physical resources, and digital learning tools responsibly within budget.
    - Maintain up-to-date department records (Professional Growth Cycle notes, NZQA internal moderation cover sheets, and assessment records).
- Make sure student progress data and IEP goals are clear, up to date, and shared with teachers and whānau when needed.
- Maintain open, timely communication within the team, with parents/whānau, and with the Head of School.
- Help develop and support whole-school initiatives and strategic plans.
- Put SMT/SLT decisions into practice within the mathematics department and report back on progress.

The Faculty Leader is expected to model godly Christian character, warmth, and integrity in their daily work and interactions.

DUTIES

These include, but are not limited to, the following:

1. **Curriculum Planning:** Work with department colleagues and the Head of School to build clear, long-term learning programmes across Junior Mathematics and Senior Pathways (Calculus, Statistics, and General Mathematics). Ensure unit plans link directly to NZC learning objectives, NCEA assessment standards, and context-rich problem-solving.
2. **Senior Teaching & Extension:** Deliver high-quality teaching in the senior school (with a minimum of 3 years' Level 3 teaching experience). Lead and teach senior courses, with an emphasis on Level 3 Calculus.
3. **NZQA Moderation:** Oversee internal and external moderation of all NCEA Mathematics tasks, tests, and marking samples to ensure assessment is fair, robust, and aligned with NZQA standards.

4. **Curriculum Alignment:** Work with key leaders to ensure that mathematics learning aligns with the broader Hamilton Christian School vision and the local curriculum (marau ā-kura).
5. **Team Leadership & Kōrero:** Run regular department meetings (weekly or fortnightly) focused on teaching ideas, assessment moderation, digital tools (e.g., graphics calculators, online math platforms), and general updates.
6. **Record Keeping:** Keep accurate minutes of department meetings and share them with the team, Head of School, and Principal.
7. **Staff Growth:** Support professional learning (aligned with Teaching Council Standards) within the mathematics team and across the wider school.
8. **Academic & Numeracy Tracking:** Monitor student achievement, NCEA credit tallies, and progress towards the NCEA Numeracy Co-requisite across the school, keeping the Head of School informed.
9. **Student Support:** Coordinate extra help, tutoring options, and catch-up plans for students struggling with mathematics, keeping in touch with whānau and pastoral leaders.
10. **Inclusive Practice:** Work closely with the SENCO, Head of School, and classroom teachers to support students with learning needs or IEPs in mathematics classes.
11. **Extension & Competitions:** Encourage high achievers through extension activities, regional competitions (e.g., Waimaths, Otago Problem Solving), and the Australian Mathematics Competition.
12. **E-Learning & Tech Integration:** Ensure the department makes good use of educational technology, graphic calculators, and modern software to enrich mathematical understanding.
13. **Role Modelling:** Set a positive, encouraging tone across the department, showing respect, integrity, and genuine care for staff, students, and whānau.
14. **School Life:** Help out with school sports, events, subject selection evenings, or open days as part of the broader staff team.
15. **RAMS & Off-Site Events:** Complete RAMS documentation for off-site maths competitions, workshops, and EOTC hīkoi.
16. **Learning Environment:** Keep classrooms clean, orderly, and inviting, displaying fresh student work, mathematical concepts, and real-world application displays.
17. **Budget & Resource Management:** Manage the annual mathematics budget wisely, keep textbook and software licenses in order, and assist the finance office with future budget planning.
18. **Team Wellbeing:** Build a friendly, collaborative team environment where staff feel supported and valued.
19. **Humility & Professionalism:** Handle differences of opinion or challenging situations with grace, humility, and open communication.

Please note: Aspects of this job description may change or evolve depending on the successful applicant, the nature of the role, and the department's needs.

Date approved:	27 August 2026
Reviewed:	
Date appointed:	27 August 2026