# St Bernadette's School Christchurch

| COMPASSION | EXCELLENCE | RESPONSIBILITY | RESPECT |
|---|---|---|---|

Kia Ora,

Thank you for expressing your interest in the position of ***Part Time .08 FTTE Curriculum Release Teacher (Non-tagged)*** at St Bernadette's school. We are an integrated Catholic School from Years 0-8 in the heart of Hornby and the Parish of Christchurch West. We are a multicultural community with supportive whanau and a dedicated staff, founded by the Mercy Sisters in 1962.

We are looking for a teacher with the ability and commitment to developing positive relationships with students, staff and whanau, who want to make a difference to students' learning through innovative practice.

We are looking for a teacher who will:

- Uphold the School's Special Catholic Character
- Uphold the school's vision, beliefs and values
- Adhere to the school's Code of Ethics for staff of New Zealand schools
- Follow the planning and assessment expectations of the school with a focus on assessment for learning and robust informed decisions on student progress.
- Meet the Updated Professional Standards as outlined in *Our Code, Our Standards - Code of Professional Responsibility for the Teaching Profession*
- Value collaboration, problem solving and teamwork
- Create a fun and safe learning environment

Our school lives by its C.E.R.R values and we strive daily to *'See the face of Christ in everyone!' The* successful applicant will have the capabilities to maintain and take part in the religious instruction, activities and charism appropriate to the special character of our school, with an emphasis on authentic integration.

If you have any other questions in relation to our school or the ***Part Time .08 FTTE Curriculum Release Teacher (Non-tagged)*** please do not hesitate to contact us. We look forward to receiving your application and thank you for taking the time to consider a position at our school.

We require the following enclosed documentation to be completed:

- Application for appointment (attached)
- Curriculum Vitae
- A covering letter outlining your suitability for the position

Applications close Friday 13 November 2026 at 12pm and should be sent to:

Jo Jones (Principal)
St Bernadette's School
74 Hei Hei Road, Hornby, Christchurch, 8042

Or email to:
jo@stbernadetteschch.school.nz

Ngā mihi nui

Jo Jones

Application Process Timeline

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| Position advertised on Monday 2 November 2026, in the Education Gazette |
| Applications close on Friday 13 November 2026 at 12 pm |
| Shortlisted applicants decided by Monday 16 November 2026 and referees contacted<br>Interviews scheduled for Tuesday 17 November 2026 - |
| Successful applicant notified by Thursday 19 November 2026 |
| All other applicants notified via email by Friday 20 November 2026 |

# APPLICATION FOR APPOINTMENT

SCALE A TEACHER - PART TIME CURRICULUM RELEASE TEACHER

ST BERNADETTE'S SCHOOL

| PERSONAL DETAILS | |
|---|---|
| Name:<br>Address: | Contact Phone Number:<br>Email Address: |
| Registration and Expiry date: | |

| PRESENT EMPLOYER | |
|---|---|
| Name of present employer:<br><br>Address: | Contact Phone Number:<br>Email:<br>Date of commencement:<br>Your position held: |

| **REFEREES:** (Note: at least one of these should be able to attest to your most recent work performance): | |
|---|---|
| 1.<br>Name:<br>Address: | Contact Phone Number:<br>Email:<br>Referee's Position: |
| 2.<br>Name:<br>Address: | Contact Phone Number:<br>Email:<br>Referee's Position: |
| 3.<br>Name:<br>Address: | Contact Phone Number:<br>Email:<br>Referee's Position: |

| **Authority to approach other referees** |
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|---|---|---|
| I agree to the St Bernadette's School Board, approaching in confidence my referees for a statement of my abilities in relation to this application. | **YES** | **NO** |
| I agree to the St Bernadette's School Board making any confidential inquiries they deem necessary and to approach my current or previous employers for a statement of my suitability. | **YES** | **NO** |
| I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position. | **YES** | **NO** |

| TERTIARY EDUCATION QUALIFICATIONS (Add rows as necessary) | | | |
|---|---|---|---|
| Institution Attended | Year | Qualification | Date Awarded |
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| TEACHING SERVICE (List all schools and positions -add rows as necessary) | | | |
|---|---|---|---|
| Institution Attended | Year | Qualification | Date Awarded |
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| OTHER INFORMATION | YES | NO |
|---|---|---|
| Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason | | |

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|---|---|---|
| why you might have difficulty carrying out the job description attached?<br><br>If yes, please give details below: | | |

| DECLARATION | YES | NO |
|---|---|---|
| HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (Apart from minor traffic offences)<br>Have you received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?<br><br>If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.<br><br>*(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)* | | |

I certify that I know of no reason why I would not be suitable to work with children/young people. I certify that I am registered (or provisionally registered) as a New Zealand teacher.

I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my CV is correct.

APPLICANT'S SIGNATURE: _____
DATE: _____

| PRIVACY ACT 1993 (To be signed by the applicant) |
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| This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.<br><br>APPLICANT'S SIGNATURE: _____ |

DATE: _____