Papanui Primary School

Growing kind and resilient learners who believe they can succeed

Papanui Primary School

Teaching position starting Term 1 2027

November 2026

Kia ora applicant,

Thank you for expressing an interest in the full-time, permanent position of teacher at Papanui Primary School in Christchurch.

Position - Classroom teacher - Permanent position in the New Entrants Year 0-1

The following documents are included in this application pack:

- Letter from the Principal
- Timeline for the appointment
- Person specification
- Job description
- Application form

Applications and queries are to be emailed to Ben Galletly at vacancy@papanuiprimary.school.nz with your CV, application form, and covering letter by 5 pm, Tuesday, 17th November 2026.

We really look forward to hearing from you.

Ngā mihi nui

Ben Galletly

Principal

Papanui Primary School

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Kia ora, I hope this finds you well.

A bit about Papanui Primary School.

Our Vision and Values underpin everything we do at Papanui Primary, and kindness is a real focus and a vital part of our school culture.

We are a caring and passionate team who are dedicated to giving our tamariki a fantastic, future-focussed education, filled with challenge, inspiration and fun. We pride ourselves on being inclusive and culturally responsive, and our four school values really underpin all that we do. We are all about growing our tamariki to be kind people (Atawhai), and to see themselves as lifelong learners (Ākonga). We are focused on building our kids' resilience so that they have the tools to face life's challenges (Aumangea) as well as developing the mindset to always strive to achieve their personal best (Eke Panuku).

We really love and value our diversity. Our kids come from a range of cultural backgrounds including Indian, Māori, Samoan, Philippines, Nepalese, Ireland, China, USA, Japan, South Korea, Brazil, Tonga, Afghanistan, Thailand, Nigeria, Fiji, Sri Lanka, Taiwan, Cook Islands, Venezuela, NZ European and Vietnam.

The school is set in spacious and well-planted grounds that include a large grass playing field, sports courts, a bike track and two fun playgrounds. The school buildings consist of three classroom blocks as well as a hall, library and admin area. The school is really well maintained, and classrooms are warm and inviting, with each one being completely modernised and remodelled through the Ministry of Education's Renewal Programme. The school has a proud history and was first established in 1871 as the Papanui District School. We celebrated our 150th jubilee in 2021. Papanui receives strong and positive parental support from its community, and this is reflected in the commitment shown by our "Friends of Papanui"(PTA) and our Board of Trustees (BOT). Papanui Primary is just a really great place to work, and we work hard to build a school culture where everyone enjoys coming to school each and every day.

Ngā mihi nui

Ben Galletly

Ben Galletly -Principal

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Timeline for teacher appointment

Date	Event
Monday 2nd November	Advertisement published online –
5 pm Tuesday 17th November	Closing date of applications
Tuesday 17th - Wednesday 18th November	Shortlisting/reference checks/ and shortlisted applicants invited for an interview
Monday 23rd November	Interviews
Tuesday 24th of November	Appoint role

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We are looking for people who show the following attributes

★ Lives and models our school Vision and Values of: role modelling kindness (Atawhai), being a curious lifelong learner (Akonga), showing and building resilience (Aumangea), trying their personal best (Eke Panuku).

★ Is caring and restorative

★ Great at collaborating with others - easy to get along with

★ Goes the extra mile to build strong relationships with tamariki, staff and whānau

★ Passionate about teaching and learning and bringing lessons to life

★ Has a strong understanding of the NZ Curriculum and best practices and approaches

★ Is committed to making sure their classroom is both biculturally and multiculturally responsive

★ Has a positive approach to behaviour support and is restorative

★ Is calm and empathetic

★ Can integrate digital technology into everyday practice

★ Has a growth mindset and looks to always improve their teaching skills

★ Has a good sense of humour and can laugh at the ups and downs of education

PAPANUI PRIMARY SCHOOL
TEACHER'S JOB DESCRIPTION

At Papanui, kaiako and tamariki are focused on learning and living our school Vision and Values of: Showing kindness (Atawhai), Being a curious lifelong learner (Akonga), Having resilience (Aumangea), Trying their personal best (Eke Panuku).
To achieve this, we will need to WORK AS A TEAM, be WELL INFORMED, be ORGANISED and BE A LIFELONG LEARNER.

WORKING AS A TEAM

Positive and effective relationships with tamariki, whānau/families and colleagues are developed through;

- Supporting the school's vision, values, strategic direction, policies and procedures
- Building and maintaining professional relationships
- Upholding the Code of Professional Responsibility and Standards for the teaching profession
- Effective communication
- An honest and proactive approach
- Collaboration and cooperation
- Open and responsive interaction
- Trust and respect
- Contributing positively to the school beyond the classroom.

BE WELL INFORMED

Knowledge and understanding of the NZ curriculum and current pedagogy will ensure teachers will know what to teach and how. Teachers will;

- Conceptualise, plan and implement a teaching and learning programme that aligns with the Papanui Primary curriculum
- Use a variety of formative assessments to inform teaching.
- Engage and motivate learners.
- Develop learning experiences that match children's needs, abilities and interests.
- Actively involve the children in their learning through feedback and learning conversations.
- Create an environment which is both biculturally and multiculturally responsive

BE ORGANISED

Classrooms and the school will be focused on learning. Teachers will ensure;

- A safe, caring and inclusive working environment
- Effective support of behaviour and pastoral care following a restorative approach
- A tidy and stimulating classroom environment that celebrates children's success
- Resources are well used and cared for
- Planning and assessment are completed on time
- Timely communication to leadership and whānau on pastoral and learning issues

LIFELONG LEARNING

Teacher Professional Development is one of the biggest factors in ākonga achievement. Teachers must;

- Uphold the Code of Professional Responsibility and Standards for the teaching profession
- Take part in school-wide Professional Development as well as administration and weekly meetings
- Utilise "Assessment for learning" to promote self-reflection, personal goal setting and differentiated teaching
- Evaluate assessment data on student engagement to show progress and achievement.
- Use critical inquiry and problem-solving to adapt/develop.

PERSONAL DETAILS		
Name		
Address		
Phone	Cell:	Other
Email		

TEACHER REGISTRATION					
Number		Category		Expiry Date	

QUALIFICATIONS (if not listed in your CV)		
Year Attained	Qualification	Institution

TEACHING HISTORY (if not listed in your CV)			
Years	School	Position	Year Level (s)

CURRENT POSITION (if not listed in your CV)		
Name and Address of School or place of employment:		
Period of Employment	From:	To:
Position(s) Held		

SIGNIFICANT RELEVANT PROFESSIONAL DEVELOPMENT (if not listed in your CV)		
Development Undertaken	Name and Location of Institution	Years of Attendance

MEDICAL
Please describe any illness or injury you have had that may affect your ability to effectively carry out the duties and responsibilities of the position. I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace insurer.

CONVICTIONS AGAINST THE LAW

Have you ever been convicted of any offence against the law (apart from minor traffic convictions), or otherwise know of any reason why you should not be employed to work with boards of trustees, and/or in the school/education environment? Yes / No If 'YES' enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Registrar of the Court concerned. The copy should be accompanied by any comments regarding the offence which you wish to make. Give full details:

*

Please Note:

Failure to provide correct and true details of any convictions or reason for possibly unsuitability will make you liable to dismissal from the employment of Papanui School Board, should you be the successful applicant.

REFEREES

Please give details of other referees that you authorise us to contact. At least two of these must be known to you in a work related capacity.

1	Name:	Phone (Hm):
	Time Known:	Phone (Wk):
	Email:	
	Relationship:	Address:
2	Name:	Phone (Hm):
	Time Known:	Phone (Wk):
	Email:	
	Relationship:	Address:
3	Name:	Phone (Hm):
	Time Known:	Phone (Wk):
	Email:	
	Relationship:	Address:

PRIVACY OF PERSONAL INFORMATION

The information you provide on this Application Form will be collected and held by the Board of Papanui Primary School. It is being collected for the sole purpose of assessing your suitability for employment at Papanui Primary School in the position applied for.

If your application is successful, this form will be retained on your personal file. If unsuccessful, it, along with your other application papers, will be confidentially destroyed. You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy.

DECLARATION

I confirm that the information provided is true and correct. I give permission for the designated representative of the Papanui Primary School Board to contact the referees and any previous employer to help determine my suitability for the position.

Signed:

Dated:

All information will be treated with the utmost confidentiality by the Papanui Primary School Board