Finlayson Park School

"Blessed with Bilingual Brains"

Tēnā koe Applicants,

Thanks for applying for a position at Finlayson Park School. We are excited at the prospect of you joining our team of passionate people who work together to give our Tāmariki the best opportunities in learning.

For more information on our kura, please visit www.finlaysonpark.school.nz or https://www.facebook.com/FinlaysonParkSchool

Enclosed in this pack is the following:

1. Brief description of our school
2. Position description
3. Appointment timeline
4. Application form

We look forward to receiving your application

Nāku noa, nā

Sumithra Naidoo
TUMUAKI, PRINCIPAL



A little bit about our kura

Our kura is located in Clendon, South Auckland and caters for tamariki from Years 1 to 8. What makes our school special is the many learning pathways we offer including, English Medium, Full immersion Māori (Te Huringa Rumaki Reo), Bilingual Māori (Te Rōpū Reorua), Bilingual Samoan (O Le Taiala), Bilingual Tongan (Sia Mo'ui) and our unique bilingual Kiribati unit (Marewen te Rabakau).

Our school vision is "Nurturing Students' First Language" and we encourage our tamariki to be proud of who they are, their culture and their language. Everything we do is guided by our Four C's – Courtesy, Consideration, Cooperation and Common Sense.

We are fortunate to have such a diverse school community and we take pride in creating a welcoming environment where all our tamariki feel a sense of belonging and are supported to learn and grow.

Position description

Professional Knowledge

- Competent in the content of relevant New Zealand Curriculum.
- Keep informed of developments in curriculum and learning theory.
- Demonstrate knowledge of Te Tiriti o Waitangi and te reo me ona tikanga.

Teaching techniques:

- Use appropriate teaching objectives, programmes, learning activities, and assessment.
- Demonstrate a range of effective teaching techniques.
- Demonstrate flexibility and responsiveness
- Impart subject content effectively.
- Use appropriate technology and resources.
- Reflect on teaching with a view to improvement.

Motivation of students:

- Recognise and support diversity amongst individuals and groups.
- Engage students in learning.
- Establish high expectations that value and promote learning.

Classroom management:

- Manage student behaviour positively.
- Establish good relationships with students and respect their individual needs and cultural backgrounds.
- Organise a safe physical environment.
- Create an environment of respect and understanding.
- Provide and maintain a purposeful working atmosphere.
- Organise class/team activities or EOTC.

Communication:

- Communicate clearly and accurately in either official languages of New Zealand.
- Provide positive feedback to students.
- Communicate with families, whanau and caregivers.
- Share information with colleagues.

Support for Colleagues:

- Establish and maintain effective working relationships with colleagues.
- Encourage others and participate in professional development.

Contribution to wider school:

- Involvement, participation or leadership in a range of school activities.
- Supervising students during breaks/duty

Application timeline

Date position advertised	4 November 2026
Closing date of advertisement	18 November 2026
Short listing	18-19 November 2026
Applicants advised	20 November 2026
Interviews	23-25 November 2026
Reference & Background checks	26 November 2026
Short listed applicants notified of decision	27 November 2026

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
   a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained an exemption). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
   b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
      - you have not committed any further offence within 7 consecutive years of being sentenced
      - you did not serve a custodial sentence[1] at any time
      - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014
      - you have paid any fines or costs

      Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.
9. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.
10. The information you provide may be disclosed to GovHub School Board Services (the service delivery arm of Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – NZ School Boards Association) for the purposes of seeking advice related to this recruitment process. This information will be handled in accordance with their privacy statement.
11. Completed application to be emailed to Employment@finlaysonpark.school.nz , posted or hand delivered to 85 John Drive, Manurewa, Auckland 2102.

Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

Teaching Position

Job Application Form

Position applied for:	Position Reference

PERSONAL DETAILS

Full name:

Preferred name:

Email address:

Best contact phone number:

Address:

NZ Citizen: Select one **If not, do you have a NZ Work Permit:** Select one

Are there any health related conditions which could impact on your ability to perform the position applied for:

Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:

Teacher Registration number:	
Teacher Registration Expiry date:	
Type of Registration:	

EDUCATIONAL QUALIFICATIONS COMPLETED

Degree, Diploma or Certificate	*Name and location of institution*	*Years of Attendance*

EDUCATIONAL QUALIFICATIONS CURRENTLY UNDERTAKING:

Degree, Diploma or Certificate	*Name and location of institution*	*Year completed*

SIGNIFICANT RELEVANT PROFESSIONAL DEVELOPMENT IN THE PAST 3 YEARS:

PD Title	*Provider*	*Year completed*

PRESENT TEACHING POSITION

Current school	
Date appointed	
Type of appointment	
Can we contact your Principal about this position?	

PREVIOUS TEACHING POSITIONS: PREFERABLY UP TO FIVE YEARS

Please include details of your work history for the last 5 years

Period of employment		**School/Employer**	**Position(s) held** *(If teacher please include the Year Level you taught at)*
From	**To**		

REFEREES

Please provide the names and contact details of three referees below.

REFEREE #1			
Name:			
Phone:		**Email:**	
Capacity in which you have known this person:			

REFEREE #2			
Name:			
Phone:		**Email:**	
Capacity in which you have known this person:			

REFEREE #3			
Name:			
Phone:		**Email:**	
Capacity in which you have known this person:			

Any other additional information you consider relevant:

STUDENT SAFETY - Tick the statement that applies to you

☐ I have never been the subject of a complaint about the safety of a student.

☐ I have been the subject of a complaint about the safety of a students.
Please give details:

☐ I know of no reason why I would not be suitable to work with children or young people.

OFFENCES AGAINST THE LAW – Tick the statement that applies to you:

☐ I have never been convicted of an offence against the law (excluding minor traffic convictions).

☐ I have no pending charges of an offence against the law.

☐ I have been discharged without conviction.
Please give details:

☐ I have been convicted of an offence against the law
Please give details:

☐ I have pending charges of an offences against the law.
Please give details:

DECLARATION:

1. 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.	
2. In accordance with the Privacy Act, I authorise the Board of Trustees to: • Obtain/verify further information from the referees listed in this application, and I consent to the referees disclosing such information to the Board. • Obtain/verify information in relation to my application from persons who may not be listed as referees, and I consent to these persons disclosing pertinent information to the Board. • Obtain/verify information in relation to my application with the NZ Teaching Council, and I consent to the NZ Teaching council disclosing pertinent information to the Board.	

Applicant name: _____

Applicant Signature:_____

Date signed by applicant: _____