ST JOSEPH'S SCHOOL

Te Whakapono ki ngā Mahi / Faith in Action

Permanent Team Leader Position 2026

Application Pack

Thank you for your interest in the permanent Team Leader position at St Joseph's School, Papanui. We hope you find this application package informative and useful.

The Team Leader will lead our Year 5-6 team which consists of three other teachers. We are a school which follows a structured collaboration model. The team uses two flexible learning spaces to collaboratively work a cohort of 112 students.

Please find enclosed a Job Description including Person Specification and a Statement of Responsibilities, an Application form, an Equal Employment Opportunity form and a Special Character form.

When submitting your application, please ensure you include the following documentation. If the application does not include the documents listed below it will not be considered and your application will be deleted:

1. Application Form
2. Equal Employment Opportunity Form
3. Covering Letter
4. Curriculum Vitae
5. Certified copy of photo identification (passport or driver's license)

Application Close: 12pm on Thursday 19 November 2026

Position Commences Date: The position commences at the start of Term 1 2027.

All applications must be sent to the following address: **applications@stjopapa.school.nz**

JOB DESCRIPTION SUMMARY

Employment Title: Full-Time Team Leader

Term: Permanent

Employment Agreement: Primary Teachers' Collective Agreement (available)

Allowances: 2 Permanent Units + 2.5 hours weekly leadership release + CRT

Team Leader Key Objectives:

1. Provide pedagogical leadership that focuses the energy of the team on student learning and progress
2. Manage the well-being and behavior of students within the team
3. Coordinate and maintain oversight of team and team activities
4. Manage professional standards and well-being of team member
5. To provide high-quality learning opportunities for the students
6. Monitors and report student achievement and progress
7. Works with the team to provide targeted interventions for students not progressing at expectation.

Person Specifications

1. Holds a relevant New Zealand teaching qualification and a current Registration Certificate.
2. An innovative and passionate teacher who enjoys assisting children to reach their full potential.
3. A collaborative-focused individual who is committed to working collaboratively with a team of teachers.
4. Recent teaching experience in a New Zealand Primary School.
5. A resilient and adaptable person who thrives in the busy and dynamic environment of a school.
6. A willingness to support and participate in the Special Catholic Character of the school.

Teaching Expectations

1. Has a passion for teaching and working with children to help them to realize their potential
2. Maintains an open and positive mindset that is focused on continual improvement
3. Has experience with a range of structured Literacy and Mathematics programmes
4. Has specialist knowledge and enthusiasm in **Science, Social Sciences, or Technology**
5. Is committed to working with a team to deliver learning experiences as a collaboration.
6. Supports and participates in the Special Catholic Character of the school.

Specific responsibilities will be allocated on appointment. A detailed Job Description and appropriate employment contract will be provided to the successful applicant when an offer of employment is made.

SCHOOL DESCRIPTION

St Joseph's School is a state-integrated Catholic school for boys and girls from Year 1 to Year 8, offering an education grounded in a strong and distinctive Catholic character. Our Catholic character is centred on our patron, St Joseph, the Gospel values, and the educational philosophy of Catherine McAuley, gifted to us through the tradition and charism of the Sisters of Mercy.

At the heart of our school is a commitment to enriching the lives of children by nurturing personal dignity, respect for others, a strong sense of community, and a lived understanding of the Gospel within the teachings of the Catholic Church. Our four Gospel values — Faith, Love, Courage and Wisdom — provide a foundation for the way we learn, teach, relate to one another and contribute to our community.

A Place to Teach and Learn

St Joseph's is a vibrant and welcoming place to teach and learn. We recognise and celebrate the unique gifts, strengths and potential of every child and are committed to providing an environment where students are challenged, supported and empowered to flourish.

Our learning programmes are purposeful, engaging and success-oriented. We seek to equip students with the knowledge, skills, dispositions and confidence they need to navigate an ever-changing world. Through rich learning experiences, strong relationships and high expectations, we aim to develop confident, self-motivated and lifelong learners who understand their responsibilities to themselves, others and the wider community.

Our Community

St Joseph's School is situated in Christchurch and provides Catholic education to families across the northern suburbs, including Belfast, Redwood, Northcote, Papanui, Casebrook, Bishopdale and Marshland. The school has established a strong reputation within the community, with high expectations for learning, behaviour and personal growth. This reputation has resulted in sustained demand for places, with the school roll limited to approximately 440 students.

Leadership and Collaboration

The school's leadership team comprises the Principal, two Deputy Principals, Team Leaders and Director of Religious Studies. Leadership is strongly focused on supporting high-quality teaching and learning, fostering a positive school culture and ensuring that the Catholic character of the school is evident throughout school life.

A Well-Resourced Environment

St Joseph's School is a well-resourced school situated on approximately 10 acres of grounds. Our

extensive facilities provide students with a wide range of opportunities for learning, sport, recreation and personal development. The grounds include football and rugby fields, cricket facilities, a netball court, basketball court and two adventure playgrounds.

The school also has 20 classrooms, a library and a hall, providing a range of spaces to support contemporary learning and community activities.

The school is currently working collaboratively with the parish on the development of a new church and hall complex. Once completed, this facility will provide a significant and valuable resource for both the parish and school community, further strengthening the close relationship between our school, parish and wider Catholic community.

Our Vision

At St Joseph's, we believe that education is about developing the whole person. We seek to provide an environment where children are known, valued and encouraged to use their God-given gifts in the service of others.

We are proud of our Catholic identity, our strong community relationships and our commitment to excellence in teaching and learning. Above all, we want every child who comes through our gates to leave St Joseph's with faith, confidence, compassion, resilience and a lifelong love of learning.

APPLICATION FOR APPOINTMENT

Permanent Team Leader Position 2026

IMPORTANT NOTES FOR APPLICANT

Thank you for applying for the Full-Time, Permanent Team Leader position at St Joseph's School, Papanui. Please note this is not a tagged teaching position (Special Character).

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. The school's selection panel also reserves the right to contact the applicant's current or past employers or colleagues to determine suitability for the position.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring whanau/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 the appointment being terminated if any information is later found to be false.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
    - You have not committed any offense within 7 (consecutive) years of being sentenced for the offense **and**
    - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
    - The offense was not a specified offense (specified offenses are in the main sexual in nature) **and**
    - You have paid any fine or costs

    Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.
8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
9. If the application does not include the documents listed above it will not be considered and applications will be deleted:

If you have any queries, please contact the Principal at Joseph's School, Papanui - 03 3528779

Applications close at 12pm on Thursday 19 2026

Please send applications to applications@stjopapa.school.nz

Application Form

Please post or email to:

Application
St Joseph's School Papanui
4 Vagues Road
Christchurch 8052
or applications@stjopapa.school.nz

Position applying for	*Team Leader (Year 5-6)*

Personal details

Surname				
Given names				
Preferred name				
Address				
Contact details	home		work	
	mobile		email	

Certificated Teacher Status *(Tick 1)*

Certificated teacher		NZTC Registration No:
Provisionally certificated		NZTC Expiry Date:
Not certificated		MOE Number:

Current Teaching Position

School:

Date appointed:	Position:

Total certificated service

In permanent service	Years:	Terms:
In fixed-term service	Years:	Terms:

Educational Qualifications

Did you receive your Education qualification in New Zealand?	Yes	No

Type of qualification	Date received	Received from

Details of Training and Service:

Please include details of your work history for the last 10 years.

school	position	dates	class level

Please indicate any breaks in service and give reasons, e.g. overseas travel:

dates	reason for break

Leadership Experience - *Please provide a summary of your leadership experience*

confirmation

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from the appointment, or if appointed, may be dismissed.	**yes** **yes**	**no** **no**
2	I am currently registered to teach in New Zealand.	**yes**	**no**
3	In accordance with the Privacy Act, I authorise the board of trustees to: · Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board · Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. · Contact the Teaching Council.	**yes**	**no**

4	**student safety** **[*Cross out the statement that doesn't apply 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 student. *Please give dates and details:*
5a	**offenses against the law** **[*Cross out the statements that don't apply to you*]** · I have never been convicted of an offense against the law (excluding minor traffic convictions). · I have no pending charges of an offense against the law. · I have been convicted of an offense against the law. *Please give dates and details:*
5b	I have pending charges of an offense against the law. *Please give dates and details:*

6	I know of no reason why I would not be suitable to work with children or young people.	**true**	**false**

Applicant's signature *Date*

referees

Please provide the names and contact details of the three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

referee's details

Full name				
Position				
Relationship to the applicant				
Contact details	private		work	
	mobile		email	

referee's details

Full name				
Position				
Relationship to the applicant				
Contact details	private		work	
	mobile		email	

referee's details

Full name				
Position				
Relationship to the applicant				
Contact details	private		work	
	mobile		email	

EEO FORM

Position: Team Leader (Year 5-6) November 2026

A. The reason for collecting data from applicants and employees of the school include:

- Developing a profile on the range of people currently working at the school and the range of applicants applying for jobs.
- Developing and monitoring an EEO action plan.

B. The information is confidential and is gathered for statistical purposes only. It will be removed from your allocation when received and processed separately.

C. The principal and the school secretary are the only people who will see the completed forms. The forms will be destroyed as soon as the data has been summarized and entered onto the personnel database.

D. No Individual Equal Employment Opportunity records are kept in any form.

E. The data is gathered and analyzed for EEO purposes only. A summary of the information is given to the Board of Trustees.

F. The summary may also be used in the St Joseph's School Papanui annual report.

G. Thank you for completing this form.

Gender: Male ☐ Female ☐

Ethnic Identity: NZ Maori ☐ NZ Pakeha ☐ Pacific Is ☐

Other *(Specify)*

Disability: Do you live with the effects of injury, long-term illness or disability/disabilities?
Yes ☐ No ☐

If you answered 'yes" in the question above, how does your injury, illness or disability affect you at work?

Movement ☐ Vision ☐ Heart ☐ Concentration ☐

Hearing ☐ Mental Health ☐ Speech ☐

Other (specify)

Do you need any aids or equipment or adaptations to your workplace to make your work easier or to improve your work performance? Yes ☐ No ☐

If YES, please specify

Training: In what country were you awarded your Teaching Qualification?