Application Information 2026

Te Kura o Tauhinu
Lincoln Primary School

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Dear Applicant,
Thank you for expressing an interest in a teaching position at Lincoln Primary School. We have a great school, and we love working here.

The following documents are included in this application pack:

- Information About Our School
- Criteria for Appointment
- Role Description
- Application for Appointment

Further information about our school can be obtained from the school website:
www.lincolnprimary.ac.nz

Please ensure that your CV and Cover Letter address the criteria for your appointment. The **Application Form** is to be emailed with your **CV** and **Cover Letter** by **4:00 pm on Friday, 13 November 2026.**

Send to:	**Timeline:**	
applications@lincolnprimary.ac.nz	● Thursday 5 November	Advertisement goes online
Files must be in PDF format.	● Friday 13 November	Applications close (4:00 pm)
You will receive an email acknowledging your application within 24 hours of receipt (weekdays).	● Monday 16 November	Short Listing
	● Wednesday 18 November	Interviewing
	● Monday 23 November	Positions Confirmed

This appointment commences on 28 January 2027.

We wish you all the best with your application.

Ngā mihi nui, nā
Chris Nord
Tumuaki
Te Kura O Tauhinu | Lincoln Primary School
Phone: (03) 325 2571. **Cell:** 021 384 393
Email: applications@lincolnprimary.ac.nz

About Us...

Lincoln Primary School is a modern co-educational school for children between the ages of 5 and 13. It sets very high standards for its 850+ students who achieve excellent results in external tests.

The school has an 'enrolment zone' in place, meaning you must live within this area to be able to attend Lincoln Primary School.

The core business of our school is to provide quality teaching and learning and improved educational outcomes for all. The school provides an environment where teachers provide professional support and commitment to students as they pursue their learning and goals. In doing so, the school seeks to engage the students in learning in its broadest context as it attempts to connect students to the wider and global community. We are committed to consultation processes and collaborative decision-making. We are committed to the provision of a learning environment that utilises contemporary teaching strategies, rigorous formative and summative assessment and ongoing reporting of each child's progress. The Board of Trustees invests heavily in ensuring that the curriculum and resourcing are current and provide the students of LPS with a high-quality education.

We are proud to be an **International Baccalaureate Primary Years Programme (PYP) Candidate School**. This means we are committed to developing **curious, courageous, and globally minded learners** through an inquiry-based approach to teaching and learning. For our teachers, being part of a PYP school means working collaboratively to design rich, concept-driven units that integrate the New Zealand Curriculum and Te Mātaiaho with the IB framework. It invites kaiako to foster **student agency, voice, and action**, while building strong connections to local context, te ao Māori, and global perspectives. For our learners, the PYP develops skills, knowledge, and attitudes that help them become **critical thinkers, effective communicators, and caring citizens** who are equipped to thrive in an ever-changing world.

We are blessed with a fantastic site and facilities. Our playgrounds include a grass field, a hard court area for basketball or netball, turf areas, and a junior and senior adventure playground. We also have two pools used by the community during out-of-school hours. We also have a modern school hall, a specialist technology centre, a spacious library, up-to-date iPads on the school network, covered access between most buildings, outdoor education and camping equipment, regular sports programmes, and students can access specialist music tutors for specific instruments.

We are a school with a great culture, a supportive and creative community and a commitment to quality teaching and learning. This attracts quality teachers. We recognise that teachers and whanau are the determining influences in children reaching their greatest potential. To maximise individual potential, we support our children to gain the competencies they need to participate in the world around them. Our learning programmes are needs-based, meet different learning styles, and raise self-esteem through success in the classroom.

Other key advantages:

- We are an IB Primary Years Programme Candidate school.
- We are situated in a safe rural environment, in a small township only 20km from Christchurch City
- We are close to leading education and research centres
- We maintain close links with Lincoln High School and Lincoln University

- We are right next door to Lincoln High School
- We have all the advantages of a city school In a rural setting

Role Description...

Responsible to:	Principal
Person Specifications:	• Uphold the school's vision, beliefs and values • Adhere to the school's Code of Conduct • Follow the planning and assessment expectations of the school • Meet the expectations as set out in the Our Code Our Standards, and the Code of Professional Responsibility

Criteria for Appointment...

The Scale A teacher we appoint will be:

- An enthusiastic and innovative classroom teacher
- A team player
- Have a sense of humour
- Experienced or interested in personalised learning and teaching through the inquiry process
- A collaborative and highly motivating teacher
- Able to integrate their teaching practice throughout curriculum areas
- Able to use data to improve teaching practice and student outcomes
- Committed to the school's positive culture
- Involved in developing themselves as a professional through professional learning and development opportunities
- Able to develop positive relationships with students and colleagues
- Able to get involved in the extra-curricular activities the school has to offer students

Primary Objectives:

- Model and promote positive and constructive relationships with staff, students and the community
- Actively engage in professional, open-to-learning conversations
- Value teamwork and collaboration with others
- Share knowledge, skills and resources
- Explore, recognise and celebrate Maori identity, language and culture, including making good use of local expertise and the local context
- Apply the 'teaching as inquiry' process and strategies with a view to improving practice and student outcomes
- Use classroom practices and implement programmes that engage all learners, accelerate learning of all students so that they experience success
- Use a range of strategies to support students to have a voice in co-constructing what and how they learn
- Support and model best teaching practice

Important Notes for Applicants

Thank you for applying for a 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. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. 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.
6. 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 whether you are eligible, contact the Ministry of Justice.
7. Shortlisted applicants being interviewed must provide originals of a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver's license). The last sections of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015 provide a list of acceptable primary and secondary documents.
8. The employer will hold this information. 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.

[1] **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.