Dear Applicant,

Thank you for your interest in our advertised permanent teaching position at our Mid Canterbury Technology Centre (MCTC) under the governance of Hinds School. This position commences Term 1 2027.

We are looking for an experienced Technology teacher in the areas of STEM, hard materials, soft materials and digital technology. We can be flexible for the successful candidate with hours.

We are seeking a teacher with a strong understanding of the Technology curriculum and the integration of Technology across contexts and curriculum areas, and the integration of Tikanga Maori.

We want to welcome to our team a teacher who:

- Is passionate about teaching and a reflective practitioner
- Demonstrates effective teaching and learning strategies
- Practices culturally responsive approaches to teaching and learners, and in partnerships with Client Schools and whānau
- Has the ability to use digital technologies to enhance learning
- Supports students to be agents of their own learning
- Is committed to their professional growth as an educator
- Innovative, and forward thinking
- Is positive, collaborative with colleagues, an active communicator and flexible in their approach

We are a small technology centre so collaboration, inclusiveness and commitment to our vision and team, are vitally important to the success of the centre. A positive outlook is a valued quality.

We are interested in what you can bring to our team. We ask you to indicate areas of strength and experience in curriculum areas, and what you have to offer our technology centre.

Please find attached to this letter the following documents:

1. Appointment Timeline
2. Job Description/ Hinds School Ways of Working
3. Important notes for applicants
4. An application form

You may wish to note the following:

1. MCTC is located in Ashburton.
2. MCTC (Mid Canterbury Technology Centre) provides technology to full primary schools in the Mid Canterbury region. Our zone is from the Hinds River to the Rakaia River, extending to the foothill schools of Mayfield and Mt Somers Springburn, including town schools who have Year 7 and 8 students. (10 schools)
3. For more information about our technology centre you are welcome to arrange a time to visit, or contact Amanda Ferguson – Principal, phone:03 303 7208,
4. Please email application to principal@hinds.school.nz

We welcome your application and look forward to hearing from you.

Yours faithfully,

Amanda Ferguson
Acting Principal

Appointment Timetable

Position Advertised	**6 November 2026 Education Gazette Online**
Applications Close	**20 November 2026**
Interviews	**26th - 27th November 2026**
Appointment made and applicant informed	**4 December**
Position commences	**28th January 2027**

Hinds School/MCTC - Ways of working (Code of Conduct)

Integrity:

Non-Negotiables

Teachers are expected to be at school from **8am to 4pm daily** - unless communicated with Amanda or Caro (if Amanda is unavailable)
Be present in classrooms from 8:30pm to greet kids
Find replacement cover for your duty if you are unable to do it eg on PLD

Planning -

- All planning and links fully accessible in Teachers Drive
- Daily planning completed at least 24hrs in advance as per curriculum area planning expectations (updating 2027)
- Classroom teacher plans for relievers and CRT teachers. Responsibility for planning can be shared with regular CRT teacher.
- Explicit expectations for relief teachers available

Professional growth -

- Teaching inquiry - teachers are expected to have an active inquiry, linked to their Professional Growth Cycle goals, as part of meeting the professional standards
- Teachers engage in critical reflection and professional learning
- Teachers engage in critical conversations - actively listening

Self management -

Daily:

- Weekly notes - read; add class and school events and activities, meetings eg IEP's
- Reading and responding to emails

- Asking for help and support as needed
- Modelling - what you expect to see / hear
- Not walking past something you know is not the Hinds Way -

staff and students - Taking responsibility to meet required actions eg curriculum requirements, deadlines, reporting, etc - Returning things where you found them and leave a note if you borrow something from a classroom and you have not asked to borrow it - Communal area- return things as soon as you have finished with them
Be present and present yourself tidily
Confidentiality - Select private location for staff, student, and whānau wellbeing discussions - Actively shut down conversations regarding staff, students or parents that are in public areas eg staffroom.

Hinds School - Ways of working
Manaakitanga:
Non - Negotiables
Greeting each other when we enter a space
Making time to check in: - Deliberate and informal chats - Taking the time to engage with all staff - Noticing when someone is not themselves (off) - check in using their preferred way of communication How I like to be approached - staff doc 2025:
Supporting each other when needed by: - Doing a duty - Making a hot drink - Giving them a break from a child / behaviour
Having fun together inclusive of all staff

Hinds School - Ways of working

Ngākau pai - Good heart

Non - Negotiables:

Solution focussed

-above the line thinking

- Hunting the good - identify and reflect on the positive things each day

Bishop's central claim: teacher beliefs — not student capacity — drive the gap. Listen for these scripts in your faculty room.

DEFICIT · Sounds like	AGENCY · Sounds like
"They don't have good home support."	"What am I changing in my practice this week?"
"They just don't value education."	"What does the student say is working?"
"We have to be realistic about what these kids can achieve."	"Where is the evidence of shift?"
"The problem starts at home."	"How will I know my interactions made a difference?"

Flexibility and understanding

- being willing to adapt and compromise
- awareness of workload and external pressures

Respectful of our physical environment

- Tidy up after yourself
- Follow staffroom roster
- Keep communal areas in order
- Doing things that you see need to be done
- Involved in end of term and year clean ups

Contribute to the life of the school in and beyond the classroom

Hinds School - Ways of working

Collaboration

Non - Negotiables:

Working in teams

- Everyone getting an opportunity to contribute
- Active listening - listen, **pause,** paraphrase, inquire
- Use our strengths
- Clarity of purpose and outcomes for the initiative

Meeting protocol:

- One voice at a time
- Opportunity for everyone to contribute E.g. written sharing, buddy speaker
- Having shared expectations in meetings that everyone is heard, equal contribution in different ways.

Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specifications before completing this application.

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 will contact the writers of these references. Please note that we reserve the right to contact previous employers listed, but not acting as referees.

3. Copies only of qualification certificates should be attached.

4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.

5. This application form will be destroyed following the appointment process and supporting documents will be returned to the applicant.

If you have any queries, please contact the person cited in the advertisement.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.

Hinds School
ESTABLISHED 1881
Incorporating Mid Canterbury Technology Centre
To be the best we can be

APPLICATION FORM
Scale A Position

Personal Details

Surname:	Forename/s:	
Address:		
Home Phone:	Business:	Mobile:
Email:		

Please tick the appropriate boxes:		
Are you a New Zealand citizen?	Yes ☐	No ☐
If not, do you have resident status, or	Yes ☐	No ☐
A current work permit?	Yes ☐	No ☐
Please supply a copy of evidence of your current teacher registration, category and expiry date.	Registration Number: Status: Expiry date:	

1. Current Employment

Name and address of school or place of employment:

Period of Employment	From: To:
Position/s held	

2. Educational Qualifications

Please state your tertiary level qualification/s and date attained: Please state any other qualifications that relate to the position:

3. Employment History

Period Worked	Employer's Name	Position(s) held	Class Level

3. Medical questionnaire

Have you had any injury or medical condition where the Board of Trustees can offer equal employment opportunity support?

Yes / No

If "yes" please provide details:

4. Convictions against the law

Are you awaiting sentencing/ currently have charges pending? Yes / No

If you have answered "yes," please state the nature of the conviction/ case pending:

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?

Yes / No

If you have answered "yes," please 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. Give full details.

In addition are they any other factors that we should know to assess your suitability for appointment and the ability to do the position?

Yes / No

If yes please elaborate:

Note: The Hinds School Board of Trustees may seek a police clearance from all short-listed applicants or preferred applicants, prior to confirmation of appointment

5. Referee Information

Please provide referee information. At least two of your referees must be known to you in a work related capacity.	
NAME:	Phone:
Position held:	Organisation:
Relationship to applicant:	

NAME:	Phone:
Position held:	Organisation:
Relationship to applicant:	
NAME:	Phone:
Position held:	Organisation:
Relationship to applicant:	

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. Please elaborate on your experience for our position advertised under the following headings:

- Technology expertise

- Professional Strengths:

- Personal Strengths:

- Relationship with Tamariki/ Kaiako / whānau and community:

6. Declaration and Authorisation

1. I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Hinds School or the Board of Trustees responsible for any omission or miss-statements that I have made in the information provided.

2. I understand that all information provided about me to you, including my application form, resume, references and any assessments will be held by the Hinds School Board of Trustees to be used for the purposes of evaluating my qualifications, experience and suitability for employment with Hinds School.

3. I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.

4. I understand that I am entitled to have access to relevant information retained by the Hinds School Board of Trustees (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.

5. I consent to the Chairperson and/or Appointments Committee personnel making enquiries with such organisations including but not limited to inquiries with all former employers, Teacher Registration Board, and other bodies or organisations which might hold information relevant to my employment, my suitability to manage and any other information that my prospective employer deems necessary to obtain.

Signature: _____

Date: _____

Note ***If completing this electronically a signed hard copy must be provided***