Email: principal@rodneycollege.school.nz

Thank you for your interest in the **Homeroom Teacher** vacancy at Rodney College.

The position to commence Term 1 – 2027

Please find the following:

- person specification
- information on Wellsford & Rodney College
- application form

The names of three confidential referees and their contact details are requested.

Please note that applications close with the Principal at **2pm Friday 20 November 2026.**

I look forward to receiving your application.

Yours sincerely



Laurence Caltaux
Principal

Email: principal@rodneycollege.school.nz

PERSON SPECIFICATION

It is essential that the appointee:

- has an understanding and acceptance of the principles of the Treaty of Waitangi and is culturally aware and responsive.
- is a competent, registered teacher.
- is enthusiastic and innovative about their subject area.
- has experience in the delivery of the New Zealand Curriculum, and has current knowledge of NCEA and NZQA requirements.
- has experience in current approaches to assessment and be able to use assessment data for multiple purposes.
- Is culturally relational and responsive.
- is committed to empowering young people.
- is passionate about improving student achievement for all students.
- promotes a safe environment to maximise opportunities for learning including a strong emphasis on positive relationship and behaviour management.
- has proven ability to lead and work as part of a team.
- has effective communication skills.
- has strong interpersonal skills and the ability to manage change.
- has strong self-management, decision making and time management skills.
- be an effective manager of resources.
- can think strategically in responding to challenges and contributing to the future development of the school.

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Rodney College is a small rural secondary school catering for approximately 340 students from Year 9 to Year 13 offering a wide range of co-curricular learning, sporting and cultural opportunities. Staff at the college are expected to be culturally responsive and relational in their dealings with students, staff and whanau. We greatly value the contribution of our local Maori community. We are predominantly bicultural with 35% Maori.

The community expectations of the College are those of high academic attainment, job qualifications, discipline and social development of its children, with leadership as a key focus for all students in educational matters. Our NCEA pass rates in recent years have been at or above national levels at all levels.

Rodney College is in the centre of the Wellsford community, a medium sized rural service town situated one hour's drive from Auckland and Whangarei. The community served by the College stretches from east to west coasts and is part of Auckland Super City in the south and Kaipara District Council in the north. The area is essentially rural and covers nearly 700 square kilometres where dairy and sheep farming predominate, with increasing forestry and lifestyle development.

The largest settlements are Wellsford and the coastal resort of Mangawhai. Communities at Tomarata, Pakiri, Tauhoa and Tapora have schools which also contribute students to the College. Apart from farming and farm related businesses, Wellsford is now a thriving "gateway" town with many food outlets providing for the needs of ever increasing through traffic. Rodney College is focused on providing students with work placement opportunities as part of their learning programme.

The main facilities of Wellsford township are the sports facilities, golf course, squash courts, bowling green and Centennial Park. The town has a community centre, comprehensive medical centre, Maori health centre, museum and library. In addition, the nearby Kaipara Harbour to the west and the beaches of Mangawhai, Te Arai and Pakiri to the east are easily accessible.

Local education facilities include kindergarten and day care, kohanga reo and primary schools. Not only is the community welcomed into the Rodney College environment through sport and social events, staff and students are involved in the community with active roles in sporting and cultural activities, community projects and fundraising.

RODNEY COLLEGE APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

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

1. Please fully complete this form personally. First, read it through, 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 necessary.
3. 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.
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 appointment being terminated, if any information is later found to be false.
6. All applicants will be required to give consent to a Police vet.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain 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 offence within 7 consecutive years of being sentenced for the offence
- 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 Vulnerable Children 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 Vulnerable Children Regulations 2015.
9. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

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.

Personal Details				
Surname				
Given names				
Preferred name				
Address				
Contact details	Home		Work	
	Mobile		Email	

Certificated teacher status	✓	Registration number	Expiry date
Certificated			
Provisionally certificated			
Not certificated			

Present teaching position				
School				
Date appointed				
Type of appointment				
Can we contact the principal of your present school about this position?	Yes	☐	No	☐

Educational Qualifications		
Type of qualification	Received from	Date received

Details of training and service
Please include details of your work history for the last 5 years

School	Position	Dates	Class level

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

Dates	Reason for break

Total certificated service				
In permanent positions	Years:		Months:	
In relieving positions	Years:		Months:	

Professional development
Please provide a summary of recent professional learning and development.

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 appointment, or if appointed, may be dismissed.	Yes	No
2	I am legally entitled to work in New Zealand in the role applied for (i.e. as a New Zealand or Australian citizen/permanent resident or holder of a current and valid work visa or residence visa).	Yes	No
3	I am currently registered to teach in New Zealand.	Yes	No
4	In accordance with the Privacy Act 2020, 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	Yes	No
5	**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:		
6	**OFFENCES AGAINST THE LAW** - Cross out the statements that don't apply 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 convicted of an offence against the law. Please give dates and details:		
	• I have pending charges of an offence against the law. Please give dates and details:		
7	I know of no reason why I would not be suitable to work with children or young people.	Yes	No

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

Referee 1				
Full name				
Position				
Relationship to applicant				
Contact details	Home		Work	
	Mobile		Email	

Referee 2				
Full name				
Position				
Relationship to applicant				
Contact details	Home		Work	
	Mobile		Email	

Referee 3				
Full name				
Position				
Relationship to applicant				
Contact details	Home		Work	
	Mobile		Email	

RODNEY COLLEGE

JOB DESCRIPTION

POSITION TITLE	**TEACHER**
REPORTS TO	**DIRECTLY ACCOUNTABLE TO CURRICULUM LEADER/HOD**
WORKING RELATIONSHIPS	**FUNCTIONAL RELATIONSHIPS:** • PRINCIPAL • SENIOR LEADERSHIP TEAM • PASTORAL CARE TEAM • SUPPORT STAFF

KEY RESPONSIBILITIES
Curriculum Delivery
• Deliver the curriculum effectively to the levels required as set out in the Curriculum Area. • Use effective teaching strategies which include: 1. The design and planning of learning sequences. 2. Utilise effective techniques to engage pupils in learning motivation. 3. Setting achievable, measurable goals. 4. Regularly provide feedback to pupils on their progress. • Contribute to the development and review of programmes and resources. • Attend and contribute to Curriculum Area meetings/events. • To be competent in the delivery of relevant curriculum, have a sound knowledge of the New Zealand Curriculum Framework and of learning and assessment theory. • To demonstrate a commitment to ongoing learning and participate individually and collaboratively in professional development activities. • To actively participate in the school's performance appraisal process. • To reflect on personal teaching techniques and strategies (practice) with a view to improvement. • To establish high expectations that value and promote learning. • To continue to develop understandings and skills in the appropriate usage and accurate pronunciation of Te Reo Maori.

ASSESSMENT AND REPORTING

- Demonstrate a working knowledge of the importance of feedback in pupil learning.
- Follow the Curriculum Area requirements of assessment and recording of pupil progress.
- Assist with the preparation, auditing and marking of assessment tasks.
- Mark and assess each student's work regularly and promptly.
- Meet deadlines for reporting to students and parents/caregivers.
- Respond promptly to parental enquiries.
- Communicate problems of course completion to students/caregivers/appropriate staff.

STUDENT MANAGEMENT AND PASTORAL CARE

- Develop a classroom culture in which individuals are encouraged, respected and challenged intellectually, physically and socially.
- Be a positive, enthusiastic teacher, establish high expectations and motivate pupils to achieve.
- Recognise individual differences and provide for a variety of learning modes and groupings.
- Develop classrooms where students feel valued, safe and focused on learning.
- Have consistently high expectations of behaviour for students, and work to maintain them using Schoolwide systems energetically and appropriately.
- Recommend Students for awards and accolades.
- Proactively adopt the role of Whanau Teachers and support the Rodney College / Home partnership, including contacting families by phone at regular intervals.

RESOURCE MANAGEMENT

- Ensure that the classroom is an attractive, orderly place, where equipment and resources are well managed.
- Follow Curriculum Area procedures for issuing and returning learning resources.
- Maintain texts and equipment in good condition.
- Contribute to the identification and review of potential resources.

GENERAL RESPONSIBILITIES

- Support the corporate life of the school by attending staff briefings, doing duty, following requirements of a Tutor Teacher, and maintaining Rodney College standards and expectations.
- Take part in the school committee structure, and represent the Curriculum Area where arranged.
- Maintain a high standard of professional conduct at all times. Act as a positive role model for student behaviour.
- Uphold the School's image in the community.
- Support and provide assistance to colleagues in improving teaching and learning.
- Be involved in leading one summer and one winter co-curricular activity.

DECLARATION:

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	