Ōmakau School

Te Kura ō Ōmakau





Teacher Application Pack



Welcome and Introduction



Thank you for expressing an interest in the teaching position at our school. We are a rural community focused full primary school located in Central Otago.

We have a supportive Board, experienced staff and extensive grounds including a pump track and swimming pool. We are proud of the opportunities available to our students and the strong sense of belonging within our school community. Our school values of: confident | māia; kind | atawhai; motivated | whakapau kaha, and; respectful | whakamana are lived out each school day. We also have an active Home & School Committee who work hard to help fund additional resourcing and experiences for our tamariki.

Our school has experienced significant growth over the last five years and we have a current roll of 88 students from Year 0 – 8. This equates to four classrooms across our school.

The school's vision is 'the trail to success'; Cohesion - to lift achievement for all students so they succeed to the best of their ability and Connection - to develop a positive school culture so tamariki are tied with their local community and the culture of Aotearoa/New Zealand.

We are looking for someone who:

- Is an enthusiastic and motivated teacher, committed to the New Zealand Curriculum and works collaboratively to support our tamariki to grow and improve.
- Has excellent communication skills and builds positive relationships with others.
- Is caring, fair, and passionate about education.

Our preferred candidate will have the skills and dispositions to be part of a rural school which is closely connected to the wider community, and where positive and respectful relationships are valued highly.

This application pack includes:

- Our Welcome & Introduction,
- School Profile,
- Application summary sheet, Referees contact details & Timeline of application process,
- Teacher Job Description.

We welcome your application and thank you for considering the opportunity to join our school community. We look forward to learning more about how you could contribute to the ongoing success, growth, and future direction of our school.

Kind regards,



Mrs Tamae Dimond
Principal
Ōmakau School

School Profile

School Name	Ōmakau School
Location	Deaker Street, Ōmakau, 9376
School Type	Full Primary
Years	Years 0 – 8
Classes/Cohorts	4 (Years 0-1, Years 2-3, Years 4-5, and Years 6-8)
Current Roll	88
Website	https://www.omakau.school.nz/ https://www.educationcounts.govt.nz/find-school/school/profile?school=3788

Application Process

Applicants should provide:

- A covering letter.
- A curriculum vitae (CV).
- Completed Personal Profile Form:
  - Requested personal, professional and experience details.
  - Contact details for three (3) referees — to be contacted by phone/zoom.
  - Any other supporting information you wish to include.

Key dates for the appointment process:

- Applications must be received via email by Thursday 27 November 2026 — 1:00pm. Late applications may be considered at the discretion of the appointment committee.
- Please email applications to: principal@omakau.school.nz
- Shortlisting will be completed by Monday 30 November 2026. Successful and unsuccessful shortlisted candidates will be notified after this date.
- School visits are welcome.
- Interviews will be held during the week starting Monday 30 November 2026.
- The appointment will be confirmed as soon as practical following the interviews.



Personal Profile Form:
Teaching Position - Ōmakau School

Thank you for applying for a position with our school.

POSITION APPLYING FOR

PERSONAL INFORMATION	
Preferred Title	
Surname/Family name	
First name	
Birth name (if applicable)	
Are you known by any other names (if yes, please detail)	
Full postal address	
Email address	
Contact telephone	

IDENTITY VERIFICATION, CRIMINAL RECORD, AND RIGHT TO WORK IN NEW ZEALAND

Are you a New Zealand citizen?	
Yes	No

If not, do you have resident status?	
Yes	No

If no, do you have a current work permit?	
Yes	No

Have you ever had a criminal conviction?	
Yes	No

If "Yes", please detail:

A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Children's Act 2014. The Clean Slate Act does not apply to schedule 2 offences.

Have you ever received a police diversion for an offence?	
Yes	No

If "Yes", please detail:

Have you ever been discharged without conviction for an offence?	
Yes	No

If "Yes", please detail:

Do you have a current New Zealand driver's licence?	
Yes	No
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	
Yes	No
If "Yes", please detail:	
Are you awaiting sentencing, or do you have charges pending?	
Yes	No
If "Yes", please state the nature of the conviction/cases pending:	
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and your ability to do the job?	
Yes	No
If "Yes", please detail:	

Have you ever been the subject of any concerns involving child safety?	
Yes	No
If "Yes", please detail:	
Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively?	
Yes	No

If "Yes", please detail:	
Do you hold: i) Full Teacher Registration, and; Ii) a current Tūturu | Full Practising Certificate Through the Teaching Council of Aotearoa New Zealand?	
Yes	No
Please enter your registration number:	

TERTIARY EDUCATION QUALIFICATIONS

Institution attended	Year/s	Qualifications attained	Date Awarded

OTHER QUALIFICATIONS

Institution	Qualification	Date Awarded

TEACHING SERVICE **List all schools & positions**

Position	School	Date from	Date to	Reason for leaving

REFEREES

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer.

Name	Organisation	Position	Phone number	Email

DECLARATION

I certify that:

- The information that I have supplied in this information pack is true and correct
- I confirm in terms of the Privacy Act 2020 I have authorised access to referees
- I know of no reason why I would be unsuitable to work with children and young people
- I agree that the Principal of Ōmakau School, or an appointed delegate, may contact other relevant people to gain more understanding of the applicant's skills and experience
- I understand that if I have supplied misleading or incorrect information, or omitted any important information, I may be disqualified from appointment, or if I am appointed, may be liable to be dismissed.

Print name:

Sign name:

Date:

Ōmakau School
Te Kura ō Ōmakau

Job Description – Teacher

Position Title	Classroom / Specialist Teacher
Reports to	Principal
Working Relationships	To work with other teaching staff, teacher aides and office staff. To liaise when needed with RTLB, LSC and any other agencies as appropriate.

Purpose of the position

Teacher of a classroom / specialist teacher with additional responsibilities via negotiation.

Key Responsibilities	Appraisal Indicators
Classroom Programme	Students are able to follow the curriculum and classroom programme. Students are able to show an understanding of what they are learning and why and their next steps.
Pastoral care	Students have a sense of belonging in the classroom and at school. Students are supported to solve issues that arise for them socially.
Communication with parents	Effect and clear communication with whānau. This includes day to day and formal reporting.
Team work	Working collaboratively with other staff to provide the best outcomes for students.
Honouring Te Tiriti O Waitangi	Evidence of culturally responsive practices.

General Responsibilities

- Take an active role in school activities
- Supervision of break times as per timetable
- Parent interviews and reporting