9 November 2026

Wiri Central School
Learning today for a better tomorrow

Dear Applicant
Tēnā koe, Talofa lava, Mālō e lelei, Kia orana, Taloha ni, Fakaalofa lahi atu, Ni sa bula vinaka, Greetings.

Thank you for your interest in our school. We welcome your application for the Y5/6 Leader of Learning position at Wiri Central School.

We are looking for a dynamic and motivated teacher and leader to join our Year 5 and 6 team commencing 28 January 2027.

The successful applicant will be well supported by a committed management team and staff, a motivated board and a supportive and welcoming community.

The following documents are included in this information pack:

- Information about our school
- Criteria for appointment
- Information for applicants
- Application form

Please return the required information with your CV and covering letter by **3.00pm on Wednesday 17 November 2026** by emailing: sachae@wiricentral.school.nz (Subject line: FiV & your name).

Please ensure that your CV clearly addresses the criteria for appointment and contains educational qualifications, employment history covering the last five years and referees. Names of three referees are required, one of these should be your current employer.

Ngā mihi

Jan Donaldson
Principal / Tumuaki

OUR SCHOOL

At Wiri Central School we believe that all students can succeed. School culture and curriculum are underpinned by our school values of kotahitanga, manaakitanga, whanaungatanga and rangatiratanga. Providing an environment and opportunities that enable learning and ensure our students become lifelong learners is at the core of all that we do.

Wiri Central School is a multicultural school catering for approximately 360 students. Our school is located close to Manukau City Centre, adjacent to the Due Drop Events Centre. We are a full-primary school catering for students from Year 0 to Year 8. We are a well resourced school committed to providing a high quality learning environment for our learners which includes small class numbers. Wiri Central School students are provided with extensive opportunities to participate in sporting and cultural events. We believe that having a strong cultural identity supports success in learning. As well as providing opportunities for all students to celebrate who they are, our school offers both Māori and Samoan bilingual learning opportunities.

In Mōkai Āwhina students learn in te reo Māori and in Fofoa i Vaoese students learn in gagana Samoa with English introduced at Year 3 (Samoan bilingual) and Year 5 (Rūmaki). Our goal is that by the end of Year 8 these students will be bilingual and biliterate. There are three classes in both Mōkai Āwhina and Fofoa i Vaoese catering for students from Year 0 - Year 8.

Students learning in English medium are organised into four rōpū (teams). Pūkeko is our Year 0 - 2 rōpū, Pīwakawaka caters for Year 2 to Year 4 students, Tūī is our Year 5 and 6 team and our Year 7 and 8 rōpū is Toroa.

At Wiri Central School we aspire to work in partnership with our families, whānau, aiga and the community. Our strength is in all of us working together to support our children with their learning. Time invested in learning today will enable our children to achieve their future goals.

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CRITERIA FOR APPOINTMENT

❖ Leadership capability

- An aspiring leader who will build capability and capacity for the students and staff in Roopu Tūī (Year 5/6)
- Motivational and innovative
- Commitment to the school's strategic plan
- Excellent organisational and management skills
- A lifelong learner

❖ Effective communicator

- Excellent written communication skills
- Respect and relate well to all people
- Sensitive and empathetic towards others
- Strong interpersonal skills

❖ Collaborative

- Ability to build and maintain effective working relationships with all members of the school community

❖ Excellent pedagogical knowledge

- Commitment to raising achievement and accelerating outcomes for all students
- Knowledge of the NZ Curriculum
- Practical knowledge of 'Teaching as Inquiry' as a problem solving approach to teaching and learning
- Future focused and innovative in the classroom

❖ Culturally Responsive

- Commitment to the principles of Te Tiriti o Waitangi
- Successfully respond to and celebrate the diverse cultural groups within the school

INFORMATION FOR APPLICANTS

Thank you for applying for a teaching position at Wiri Central School. Please refer to the criteria when completing this application.

1. Please complete this form yourself. Answer all questions and sign and date where indicated.

2. Attach a curriculum vitae containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.

3. If successful in your application, you may be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.

4. If you are selected for interview you may bring whānau/support people. Please advise if this is your intention.

5. Failure to complete the Job Application Form 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. a) In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed provided:

- You have not committed any offence within 7 consecutive years of being sentenced for the offence 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 offence was not a specified offence (specified offences are, in the main, sexual in nature) and
- You have paid any fine or costs

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.

b) Under the Children's Act 2014, core workers in schools will not be covered by the Clean Slate.

All serious sexual or violent offences against children will be included in Police vetting results. The Act will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

7. The application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 2020.

8. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.

9. All information received will be confidential to the Appointments Panel and the Board of Trustees.

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APPLICATION FOR EMPLOYMENT

Position applied for

Surname/Family name	First names (in full)

Are you known by any other name(s)? (if yes please provide below) Yes ☐ No ☐

Full postal address

Email address

Contact telephone numbers

Personal:	Business:

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

Immigration information

Are you a New Zealand citizen? Yes ☐ No ☐

If not, do you have resident status, or Yes ☐ No ☐

A current work visa Yes ☐ No ☐

Have you ever had a criminal conviction? Yes ☐ No ☐

If "Yes" please detail:

(A board may not employ or engage a core children's worker who has been convicted of an offence specified under 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:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? Yes ☐ No ☐

If “Yes”, please detail:

For teaching/principal positions:

Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand? Yes ☐ No ☐

Please enter your registration number:

Please ensure that your CV clearly addresses the criteria for appointment and contains employment history covering the last five years and referees. Names of three referees are required, one of these should be your current employer.

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes ☐	No ☐
I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes ☐	No ☐

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 2020 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.

Signature _____ Date