St Patrick's School

CRT Release Teacher 0.40 FTTE

Fixed Term part time Scale A Teacher Position

Commencement Term 1 2027 to end of Term 4 2027

Providing a sound
Catholic Education
In a caring environment

OUR MISSION STATEMENT

St Patrick's School educates children
within a Catholic environment
and encourages them to reach their full
Christian, intellectual, physical
and emotional potential.

Governed by:
Greymouth Catholic Schools' Board of Trustees

Puketahi Street
GREYMOUTH 7805

Telephone: (03) 7687830
E-mail: office@stpatricksgm.school.nz
principal@stpatricksgm.school.nz

CONTENTS

Page 1	Contents
Page 2	School description
Page 3	Job application timeline
Page 4	Generic job description
Page 5	Person specification
Page 6-7	Application for vacancy
Page 8	Referee's Report

ST PATRICK'S SCHOOL PROFILE

Type of School:

The school is co-educational Roman Catholic school for children from year one to year eight which offers a full general education with a Special Catholic Character.

General Description:

The Proprietor of the school is the Catholic Bishop of Christchurch.

St Patrick's school has an approved maximum roll of 230 children of which twelve may be non-preference (non Catholic). Currently, the roll stands at 222

Staffing:

Ten teachers staff the school. The staffing also includes five teacher aides, a learning support coordinator, and a structure literacy component. An executive officer, clerical assistant, part-time groundsman and a team of cleaners are also employed.

Buildings and Facilities:

The school is located near the centre of town and adjacent to John Paul II High School. Completed in 1985, the buildings are modern and include an administration block, library, eight classrooms and a shared assembly hall/gymnasium connected by covered walkways as well as a shared staff room and library with John Paull II High School. We have completed two new classrooms. Other on-site amenities include an adventure playground, cricket nets, sandpit and netball courts. Full sized swimming baths and athletic grounds are located within ten minutes walk from the school.

Community Involvement:

A harmonious spirit exists within the whole school community and support is offered for the school programmes, to teachers in classrooms, on school camps and at working bees. Support is also available from the Public Health Nurse, Psychological Services, a Reading Recovery Teacher and advisors. An active Board of Trustees, Parent Teachers Association, and the School Chaplain and Parish Communities provide tangible support to the Principal and staff.

Special Character:

The school is a Roman Catholic school in which the whole school community, through the general school programmes and in it's religious instruction and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in Scripture and in the practices, worship and doctrine of the Roman Catholic Church as determined from time to time by the Roman Catholic Bishop of the Diocese of Christchurch.

Special Features of the Region:

Greymouth is the largest town situated in the centre of the West Coast of the South Island with the Tasman Sea to the west, and the magnificent Southern Alps to the east. Christchurch is a three-hour drive away (or a thirty minute flight from Hokitika), Picton is four and a half hours away and beautiful lakes Kaniere and Brunner are within forty-five minutes from Greymouth. Greymouth boasts friendly people who enjoy a relaxed lifestyle and feel secure that they are raising their families in a safe environment. For those who enjoy the great outdoors, there are a host of activities available within short distances from the town.

JOB APPLICATION TIMELINE

Friday 6 November 2026: Vacancy published in Gazette
Wednesday 25 November 2026: Applications close @ midday
Thursday 26 November 2026: Shortlisting ● *Applications notified* ● *Interview time confirmed* ● *Referee checks made*
27 November - 2 December: Interviews conducted
Friday 4 December: All applicants notified of decision

GENERIC JOB DESCRIPTION

(a) As a classroom teacher		
1	Maintain Special Catholic Character of the School	● Implement Religious Education Curriculum ● To share regular prayer, class liturgies and Masses ● To uphold the Catholic practices of the school.
2	To report to parents of your class as required	● To give an honest view to the parents of each student's ability ● To meet with the parents at the beginning of the year and mid year interviews, or as requested. ● To establish and maintain open communication between the school and home
3	Acquaint yourself with: ● The aims of the school ● School policies and procedures ● National Education Guidelines	● Curriculum areas being taught ● School curriculum policies & procedures ● The New Zealand Curriculum
4	To familiarise yourself and get to know each individual's strengths and weaknesses	● At the beginning of each draw up a class description outlining composition of class, students that need extension remedial help, class descriptions to be updated at the beginning of each term. ● Set aims and objectives to help these students
5	To outline in writing how you plan to deliver each subject	● Overarching ideas
6	To draw up a class timetable and Long Term Plans	● On the timetable for the week show the subjects, in their allocated time slots
7	As a digital school we aim to deliver 21st century education to 21st century learners	● Strengthen the positioning of digital technologies in the New Zealand Curriculum. ● Strengthen the Ensure all learners have the opportunity to become digitally capable individuals. ● Focus on developing students' capability to create digital technologies for specific purposes. ● To contribute to students developing the knowledge and skills they need as digital citizens and as users of digital technologies across the curriculum.

(b) Administrative responsibilities		
1	Documentation	● Planning ● All documentation to be kept up to date. ● All documentation available at all times. ● Assessments and results available. ● Reflections on teaching and learning. ● Reflections on achievements.

PERSON SPECIFICATION

The successful applicant will:

- be prepared to take part, support the Special Catholic Character of our kura and to teach the Religious Education curriculum
- be a committed, registered teacher with a passion for primary education
- build positive, supportive relationships with students, staff and whānau
- demonstrate effective classroom management and engaging teaching practice
- be flexible and confident teaching across a range of year levels
- contribute positively to our school culture.

APPLICATION FOR VACANCY

St Patrick's School - Greymouth

Position: ***CRT Release Teacher - Part time 0.4 FTTE Fixed term Scale A Teacher***

from start of term one 2027 to end of term four 2027

Please fill in the application form and send together with your curriculum vitae and cover letter to: vacancy@stpatricksgm.school.nz Closing date is Wednesday 25 November 2026 at midday.

Personal Details	
Surname:	Forename/s:
Address:	
Home phone:	Mobile:
Preferred email:	
Are you legally entitled to work in New Zealand? Yes / No	

Teaching Details:	
Teaching Council of Aotearoa New Zealand Registration number: :	
Teaching Council of Aotearoa New Zealand Category:	
Teaching Council of Aotearoa New Zealand expiry date:	
Ministry of Education Employee number:	

Are you a New Zealand Citizen Yes / No If not, do you have a resident status and / or a current work permit Yes / No
Have you changed your name by deed poll / statutory declaration? Yes / No If yes please provide details of previous names.
Do you have any injury, illness or condition that may affect your ability to effectively carry out the duties and responsibilities of the position? Yes / No

Do you have a current New Zealand Driver's Licence? Yes / No
Have you ever been convicted of any criminal offence (other than a minor traffic offence)? Yes / No If ýes'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 comments regarding the offence - please give full details:
Are you currently awaiting the hearing of any charges? Yes / No If ýes'please provide details:
Have you been, or are you currently under investigation from any other authority such as Health and Disability Authority, Privacy Commission etc? Yes / No If ýes'please provide details:
Have you ever been the subject of any concerns involving child safety? Yes / No If yes, please give details
Note: The School may seek a police clearance from all short-listed applicants or preferred applicants, prior to confirmation of appointment.

Declaration and Authorisation

I declare the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge I will not hold St Patrick's School and Board of Trustees responsible for any omissions or mis-statements I have made in the information provided. I understand all information provided about me to you, including my application form, curriculum vitae, references and any assessments will be held by St Patrick's School and Board of Trustees to be used for the purpose of evaluating my qualifications, experience and suitability for employment as a CRT Release Teacher at St Patrick's School and Board of Trustees. I understand if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand my employment may be terminated if, after investigation, my employer discovers any information which I have provided is false or misleading. I understand I am entitled to have access to relevant information retained by St Patrick's School (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request there be attached to the information a statement relating to the fact I have requested a correction. I consent to the Presiding Board member and or Appointment Committee personnel making such enquiries with such organisations including but not limited to inquiries with all former employers, Teacher Registration council, and such 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:

For office use only:
Date application received: _____

REFEREE'S REPORT

Please provide referee information below: At least two of your referees shown must be known to you in a work-related capacity. Up to three referees may be contacted prior to short listing.

Please note that the Appointments Committee may wish to contact other people who are not on this list - please see the disclaimer.

Referee A	
Name:	
Address:	
Email	
Phone day	
Cellphone	

Referee B	
Name:	
Address:	
Email	
Phone day	
Cellphone	

Referee C	
Name:	
Address:	
Email	
Phone day	

Cellphone	