ST. TERESA'S SCHOOL

Fixed-term Teacher Position Application Pack

Thank you for your interest in the permanent teaching position at St. Teresa's School. A willingness and ability to take part in religious instruction appropriate to the special character of the school is a condition of employment.

Position	Fixed-term Scale A Teacher
Commencement date	Term 1, 2027
Applications close	16 November 2026
Email applications to	applications@stteresas.school.nz
Principal	Jackie Andrews

Please include

☐ Completed Teaching Position Application Form

☐ Covering letter

☐ Curriculum vitae

☐ Copies of relevant qualifications and current practising certificate information

Please apply only if you are eligible to work and teach in New Zealand. Shortlisted applicants may be asked to provide originals of qualifications and identification.

About St. Teresa's School

St. Teresa's School is a Catholic primary school in Christchurch. Our vision is: Anchored in our Catholic faith, we champion the whole child.

Our school is grounded in the teachings of Jesus Christ and the charism of the Mercy tradition. We seek to nurture each child spiritually, intellectually, physically, culturally, emotionally and socially.

Our virtues - humility, compassion, respect and service - shape the way we learn, work, pray and care for one another. We are proud of our warm, diverse and faith-filled community.

We value strong relationships with whanau, parish and the wider community. Teachers at St. Teresa's are expected to support and participate in the Catholic special character of the school and to contribute positively to school life.

Person specification

☐ Holds a relevant teaching qualification, current teacher registration and practising certificate.

☐ Is eligible to work in New Zealand.

☐ Demonstrates a willingness and ability to support and participate in the Catholic special character of the school.

☐ Builds warm, respectful relationships with students, whanau, colleagues and parish community.

☐ Uses effective curriculum knowledge, assessment information and evidence-based practice to improve learning outcomes.

☐ Works collaboratively, communicates clearly and contributes positively to team and whole-school priorities.

☐ Shows commitment to inclusive practice and meeting the needs of diverse learners, including English language learners and neurodiverse students.

☐ Is reflective, professional and open to ongoing learning.

☐ Champions the whole child by creating learning experiences that support students to grow in faith, develop a love of learning, build positive relationships and contribute meaningfully to their community.

Key responsibilities

Planning and delivery of learning

Key tasks
• Plan and deliver lessons aligned with the New Zealand Curriculum and school programmes. • Use a range of strategies and resources to engage learners. • Differentiate learning to meet diverse learner needs.

Assessment and reporting

Key tasks
• Use formative and summative assessment to monitor progress. • Provide timely feedback to students. • Contribute to reporting processes accurately and on time.

Classroom culture, wellbeing and inclusion

Key tasks
• Establish a safe, inclusive and engaging learning environment. • Implement school behaviour expectations consistently. • Build positive relationships and support student wellbeing.

Catholic special character

Key tasks
• Support and participate in prayer, liturgy, Religious Education, Masses and school/parish events. • Model the school virtues of humility, compassion, respect and service. • Contribute to the spiritual life of the school.

Professional collaboration

Key tasks
• Work collaboratively with colleagues in planning, reflection and problem solving. • Engage in professional learning and school improvement priorities. • Maintain professional standards and confidentiality.

Engagement with parents and community

Key tasks
• Communicate with parents and caregivers clearly and respectfully. • Participate in school events and community activities. • Build partnerships that support student learning and wellbeing.

Teaching Position Application Form

Email application to	applications@stteresas.school.nz
Position applied for	Fixed-term Teacher

Personal Details

Surname	
Given names	

Preferred name	
Address	
Mobile	
Email	

Certificated Teacher Status

Certificated	☐	Provisionally certificated	☐
Registration / MOE number			
Expiry date			

Present Teaching Position

School	
Date appointed	
Type of appointment	
Can we contact the principal of your present school? 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 five years.

School	Position	Dates	Class level

Total Certificated Service

In permanent positions: Years / Months	
In relieving or fixed-term positions: Years / Months	

Professional Development

Please provide a summary of recent professional learning and development.

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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 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.
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 to obtain further information from the referees listed in this application, and I consent to referees disclosing such information to the board.
Yes ☐ No ☐

5. I know of no reason why I would not be suitable to work with children or young people.
Yes ☐ No ☐

Student Safety

Cross out the statement that does not 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:

_____

_____

_____

Offences Against the Law

Cross out the statements that do not apply to you. Exclude minor traffic convictions.

☐ I have never been convicted of an offence against the law.
☐ 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:

_____

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Applicant signature	
Date	

Referees

Please provide the names and contact details of three referees. 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	
Mobile	
Email	

Referee 2

Full name	
Position	
Relationship to applicant	
Mobile	
Email	

Referee 3

Full name	
Position	
Relationship to applicant	
Mobile	
Email	