ST JOSEPH'S CATHOLIC SCHOOL

48 Weraroa Rd, Levin 5510 ***PO Box 655, Levin 5540***
PH: 06 368 8017 ***FX: 06 368 7674***
principal@stjoeslevin.school.nz

10 November 2026

Dear Applicant

Thank you for your interest in the Catholic Special Character Tagged - Scale A Teacher (Permanent) position at St Joseph's School, starting in Term 1, 2027 (actual start date to be negotiated with the successful applicant). The teaching level of the school is either at Year 2-3 or Year 6-7 (dependent on applicants and skills). For information about what it means to hold a Catholic Special Character Tagged position, follow this link:

- Teach in a Catholic School - what you need to know
- Tagged Position Fact sheet
- Code of Ethics for Staff in a Catholic School

Complete ALL forms and return by email to:
principal@stjoeslevin.school.nz
Subject line "Application - Tagged, Scale A Teacher (Permanent)"

Application includes:

1. Application Timeline and Requirements.
2. Ideal Person Specification.
3. Application Form (Personal Details and Declarations).
4. The Character of a Catholic school - expectations for employees
5. CL47 application for a tagged position
6. Principles of Commitment for Staff in Catholic Schools in Aotearoa

Once again, thank you for your interest.
God-willing, we will meet in person very soon.

Ngā manaakitanga.
With God's blessings,

Ms Maria Lyne

Tumuaki | Principal

Tagged - Scale A Kaiako-Teacher (Permanent)

APPLICATION TIMELINE & REQUIREMENTS

Phase 1	**Applications**	**due by 5pm, Tuesday, 24 November 2026**
Phase 2	**CL47 approval confirmed**	**by Archdiocese of Wellington, NZ (CSES)**
Phase 3	**Short list**	**by Wednesday, 2 December**
Phase 4	**Interview /Referee check**	**Sunday, 6 December**
Phase 5	**Appointment notification**	**by Wednesday, 9 December 2026**

If the number of applicants does not support an effective appointment process, then applicants will be advised that the position will be readvertised with a revised timeline.

Your application will include:

- reasons why teaching in a Special Character Catholic school is important to you
- the knowledge, experience, skills and personal attributes you will bring to St Joseph's School to enhance ākonga learning and the teaching team
- the completed application form (personal details, referees and declarations)
- Completed CL 47 form
- scanned copies of supporting documents
- a supporting CV

PLEASE SIGN, SCAN AND EMAIL DOCUMENTS IN PDF FORMAT

TAGGED, SCALE 'A' TEACHER - PERSON SPECIFICATIONS

We are seeking a passionate, confident kaiako-teacher who will engage and inspire our ākonga to be all that God intended; through authentic, FUN, learner-centric and future-focused learning experiences.

A willingness and ability to take part in religious instruction appropriate to the Special Character of the school shall be a condition of appointment.

Special Character (Catholic Integrated Primary School)

- Willingness and ability to participate in religious instruction appropriate to the Special Character of the school is a condition of appointment.
- Willingness to share in the development of the school's Special Character and delivery of the NZ RE curriculum.

Learning & Teaching - essential qualities

- Collaborative, flexible, and a compassionate team player with a focus on the SERVE values of the school, using Restorative Practice principles
- A willingness and /or ability to participate/lead Te Ao Māori in the classroom/school
- Experience and efficacy with the NZ Curriculum (2024) for planning, teaching and assessment
- Experience and efficacy with "teaching as inquiry", "inquiry learning" and "reflective practice".
- Confident in using digital devices, programmes and apps to engage, support and turbocharge 'learning for all' and for efficient planning and administration.

General

- Ability to develop and maintain positive, ongoing relationships with students, whānau, staff and the parish.
- Able to work collegially and collaboratively with the school community.
- Willingness to be involved in wider life of the school including extracurricular activities, sports, choir and/or Kapa Haka (including occasional weekend events)

For further information about the school, please take a look at our school website found at: https://stjoeslevin.school.nz/

APPLICATION FOR POSITION - TAGGED, KAIAKO-TEACHER (PERMANENT)

Thank you for applying for a teaching position at our school.

1. **Please complete APPLICATION FORM** first then answer all questions and make sure you sign and date where indicated on the last page.

2. **Qualification certificates - COPIES ONLY** should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.

3. **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.

4. **Shortlisted applicants will be asked to give consent to a police vet.** It is a requirement in the Education Sector for all employees to be vetted.

5. **In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004** 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, 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.

6. This application form and supporting documents will be held by the school. You may access this form in accordance with the provisions of the Privacy Act 2020.

Any queries should be directed to the Principal, Maria Lyne principal@stjoeslevin.school.nz

APPLICATION FOR APPOINTMENT

TAGGED - KAIAKO-TEACHER POSITION (PERMANENT)

Check One

Mr ( ) Mrs ( ) Ms ( ) Miss ( ) or other preferred title

Surname/Family Name	**First Names (in full)**

Full Postal Address

Contact Telephone Number

Private	Business

Teacher Registration	Reg. type	**Number**		**Expiry date**	

Please circle/highlight "Yes/No" as applicable

Are you a New Zealand citizen? If not, do you have resident status (Include scanned documentation)	Yes Yes	No No
Have you ever had a criminal conviction? *(Convictions that fall under the clean slate scheme do not have to be disclosed.)*	Yes	No
Have you ever received a police diversion for an offence? If "Yes" please detail.	Yes	No
In addition to the information provided, **are there any other factors** that we should know to assess your suitability for appointment?	Yes	No
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? If "Yes", please detail	Yes	No
I have read the document **"Expectations of Staff Employed in a Catholic School"** and agree to uphold the expectations outlined in the document.	Yes	No
I have read the St Joseph's School, Levin, Code of Conduct and agree to abide by the Code of Conduct. I understand that a breach of the Code may lead to disciplinary action including dismissal.	Yes	No

Teaching Qualifications

Please outline your tertiary level qualification/s, Including date, where and when completed
Please list any other qualifications that relate to this tagged, teaching position.

Employment History

Please outline the most recent employment history, beginning with current or latest employment. (Beginning teachers, please include teaching practice placements.)

Period Worked	Employer's/School Name	Position Held (incl.Year level)	Reason for Leaving

Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. ***If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.***

Name	Address	Telephone	Relationship (eg, employer/principal)

Authority to approach other referees. I authorise the Board, or nominated representative, to approach the Education Council or persons, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to this position.	**Yes**	**No**

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the person specification section. Please outline below how you meet each of these attributes and abilities. Please fill this out in full.

Knowledge, skills, attributes and personal characteristics	**What have you done that demonstrates this?**
Recent experience in teaching and integrating the RE curriculum in a NZ Catholic school. Willingness to uphold and grow the school's Catholic special character. **If this is your first teaching position in a Catholic School, what WILL you bring to this position?**	
Recent experience with using "teaching as inquiry", "inquiry learning" and "reflective practice", (e.g. within a Professional Growth Cycle; to target priority learners; to grow one's professional practice).	
Confident in using digital devices/programmes/apps to support learning (learn - create - share), and for planning and administration efficiencies.	
Able to work collaboratively with all ākonga, staff members, whānau	

I certify that the information I have supplied in this application is true and correct. 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 liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Name _____ Signature _____ Date

APPENDIX 1

THE CHARACTER OF A CATHOLIC SCHOOL

EXPECTATIONS FOR STAFF EMPLOYED IN A CATHOLIC SCHOOL

1.0 This statement is to be read in association with the School Strategic Plan & Charter, a copy of which is available on the school website. **https://stjoeslevin.school.nz/**

2.0 The Catholic Church has developed an international network of schools because it believes the Church has a pivotal single intention: "that God's kingdom may come, and that the salvation of the whole human race may come to pass." (Gaudium et Spes, 45a: Second Vatican Council.)

3.0 The Special Character of a Catholic school is defined in the school's Integration Agreement as follows:

"The school is a Roman Catholic School in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures 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."

3.1 In schools owned by a Religious Institute the Integration Agreement also defines the particular charism to be upheld.

4.0 A person applying for a position in a Catholic school needs to understand the commitment this involves.

4.1 All staff, whether Catholic or not, are part of the whole school community. Each staff member is therefore expected to use his or her specific strengths and skills to support the mission of the school.

4.2 A Catholic school shares the mission of the Church by developing students with knowledge, faith and values, all of which are in harmony.

4.3 The curriculum and specific subjects are taught for their own value and with their own objectives. Seeking truth, wherever it is found, is fundamental to a Catholic school.

4.4 The Religious Education programme is an integral part of the curriculum. The principles, truths and ethics of this programme permeate the whole life of the school. The students are taught that:

- God is creator.
- Jesus Christ is God-made-man.
- Humankind's ultimate goal is heaven.
- Authority to teach and interpret God's revelation was entrusted to the Church by Christ, and is exercised by the Pope and Bishops.

4.5 The school as a whole subscribes to the Apostles' Creed which is the oldest of the formulas used by the Christians to express their faith.It accepts the two-fold commandment of Christ, love of God and neighbour and the other values expressed by Christ as norms for living. The focal point of the whole school is Christ.

5.0 No staff member will be required to act against their own conscience or personal

philosophy of life. Such a requirement would not be in keeping with Catholicism and is contrary to the aims of the school.

6.0 However, in accepting a position in a Catholic school, it is assumed that staff realise:

- Staff work as a team. Therefore all staff are expected to contribute, according to their individual strengths and within their personal convictions, to the total purpose of the school. No school can operate successfully if any staff member undermines the positive efforts of others.
- Staff are expected to support, uphold and be actively involved in the total life of the school and its special character irrespective of their personal beliefs.
- Staff are role models for students, colleagues, parents/caregivers in living the mission and values of the school.
- Staff who do not profess Catholicism are expected to promote the Catholic Character of the school, and to refrain from doing or saying anything that would be antithetical to the school's Catholic Character.
- Staff are expected to abide by the Code of Ethics for Staff and Boards of New Zealand Catholic schools.
- In schools owned by a Religious Institute staff are also expected to uphold the defined charism.

7.0 New staff will find others who are willing to assist them in gaining a fuller understanding of the school and its Catholic Character, and in solving any difficulties that may arise in the course of their work. In addition the following resources will be helpful.

- We Live and Teach Christ Jesus: NZ Catechetical Directory (NZ Catholic Bishops Conference, 1974).
- The Catholic School (Congregation for Catholic Education, 1977).
- Lay Catholics in Schools: Witnesses to Faith (Congregation for Catholic Education, 1982).
- The Church's Confession of Faith: A Catholic Catechism for Adults (German Bishops' Conference, St Ignatius Press, 1987, San Francisco).
- The Religious Dimension of Education in a Catholic School (Congregation for Catholic Education, 1988).
- Religious Education in the Catholic Secondary School, Syllabus Document (NCRS, 1991.)
- Catechism of the Catholic Church (June 1994).
- Religious Education Programme Curriculum Statement for Catholic Primary Schools in Aotearoa New Zealand (NCRS, 1996.)
- The Catholic School on the Threshold of the Third Millennium (Congregation for Catholic Education, July 1998).
- The Declaration (New Zealand Council of Proprietors of Catholic Integrated Schools, 1997, revised 2007.)

APPENDIX 2 - THE CODE OF CONDUCT

ST JOSEPH'S CATHOLIC SCHOOL

INTRODUCTION

St Joseph's school - Te Kura o Hato Hohepa - Board of Trustees has a statutory obligation to be a good employer and we personally recognise the importance of treating staff fairly and properly in all aspects of employment.

In return, the Board expects a high standard of behaviour from you: all staff will identify with and have a commitment to the philosophy and values of our Catholic Special Character school and to demonstrate that commitment in the performance of their duties and behaviour.

Purpose of the Code

The purpose of this Code of Conduct is to assist you to know and understand the minimum standards of conduct and behaviour expected of you as an employee of our school. This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a quality education to our students and that a respectful and safe working environment exists for all staff and students where we are able to 'SERVE one another as Positive and Responsible People of God'.

Shared Expectations

St Joseph's School can operate effectively and provide a quality educational outcome when there is a shared expectation between the Board (as the employer) and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are met.

Set out below is a summary of the expectations that the Board of Trustees of St Joseph's School has of you, as the employer, and the expectations that you, as an employee, may have of St Joseph's School Board of Trustees.

St Joseph's School Board of Trustees Expectations of Staff

The Board of Trustees expects that you:

- Work within the law with honesty and integrity.
- Comply with all lawful and reasonable instructions.
- Comply with the policies of St Joseph's School.
- Work diligently and meet the requirements of your employment agreement.

- Respect the rights of colleagues, students and the school community, being the ***'Hands, Voice,and Heart of Christ" to all whom you encounter.***

Obligations of St Joseph's School, Board of Trustees, to Staff

As a good employer, we are committed to meeting the following staff expectations:

- Commitment to giving effect to the Principles of Te Tiriti o Waitangi
- Opportunities for equal employment
- Impartial and open selection and appointment procedures
- Fair rates of remuneration for skill, responsibilities and performance
- An up-to-date Job Description that provides clear statements of your duties and your employer's expectations of you.
- Adequate training and equipment to perform your duties.
- Regular and appropriate feedback and communication on your work performance.
- Effective communication of information.
- Good and safe working conditions.
- Opportunity for the enhancement of your abilities.
- Freedom from harassment or discrimination in the workplace.
- Appropriate disciplinary and dispute procedures and the opportunity for redress against unfair or unreasonable treatment by the employer.

Codes of Behaviour - also, read 'Principles of Commitment' (attached)

If you have any prior criminal convictions, you are required to inform St Joseph's Board of Trustees about them before accepting employment with the school. If you do not disclose this information or are not truthful about it, disciplinary action could be taken against you which could lead to dismissal.

Performance of Duties

Employees are expected to carry out their duties in an efficient and competent manner. This means that you are expected to:

- Comply with lawful and reasonable instructions and work as directed by your employer or their duly delegated representative.
- Perform your duties according to the legislation, policies and procedures.
- Show proper and reasonable care when using board property, resources or funds.

You are also expected to obtain permission from the Principal to

- Be absent from your workplace during work hours.
- Take paid or unpaid leave.
- Enter into any contract or agreement on behalf of St Joseph's. The board will not accept responsibility for any unauthorised action.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- Ignoring lawful and reasonable instructions from your employer.
- Being under the influence of alcohol, drugs or solvents impeding your performance during working hours.

Respect for the Rights of Others

While you are employed by St Joseph's School you have a duty to treat your colleagues, students and the public with courtesy and respect. This means that you are expected to:

- Avoid behaviour that might distress other employees or disrupt the workplace.
- Ensure that any workplace relationships do not have a negative effect on your work performance.
- Respect the privacy of individuals when dealing with personal information.
- Be non-judgemental
- You must not have or bring into the workplace any material that may be viewed as racist or sexist, that is pornographic, or that is otherwise offensive to the board or its staff.

Conflicts of Interest and Integrity

You are expected to be honest, fair and impartial when you perform your duties. This means that

- You should not show bias to an individual student. Everyone should be treated fairly.
- You must inform St Joseph's School Principal or Board of Trustees if you are involved in, or have a personal or financial interest or commitment to, any activity that may conflict, or could be seen by others to conflict, with the performance of your duties and the goals of the school.
- Some employees, such as teachers, are required to abide by a professional code of ethics. You should consult with the Principal before taking up other paid employment where that other paid employment could conflict with the performance of your duties. You should speak to your employer if you are unsure whether or not a particular situation is, or could be seen to be, a conflict of interest.

Security/Confidentiality

You are expected to maintain the highest standards of confidentiality and security in the workplace.

This means that you are not to

- Use devices or school systems in any way that may corrupt or disrupt normal function.
- Access, or attempt to access, devices or networks by unauthorised means
- Use information related to the school systems for unauthorised purposes.
- Bring into the workplace via digital or any other means, any material that is pornographic, that may be viewed as racist or sexist or defames the school's Catholic special character.
- share your computer password with other persons without good, justifiable reason.
- Leave a record of your password anywhere obvious so that someone else may see or use it.

Device Use, Systems and Servers

Only business information should be stored on school based systems. You are not permitted to store any personal data on the school based computer system, including documents, images, music, spreadsheets, databases, games and jokes.

Google for Education - Gmail, Google Drives, Extensions & AI

The Google for Education login and associated apps and extensions system are for school purposes, aligned to school policies and expectations.

Internet - School Wifi

Use of the School Wifi is for school purposes only. N4L Secure access applies to all devices accessing the school wifi. You are not to retrieve, distribute or store unapproved or non-business-related material from online sources.

Thank you for your support – we look forward to working together to grow our tamariki to be all that God intended; upholding the SERVE values of our school as they/we grow in our relationships with God, Self and others.

Links:
https://www.nzceo.org.nz/

For further information about the school, please have a look at our school website:
https://stjoeslevin.school.nz/



APPENDIX 3 - PRINCIPLES OF COMMITMENT (NZCEO, 2025)

PRINCIPLES OF COMMITMENT

FOR STAFF IN AOTEAROA NEW ZEALAND CATHOLIC SCHOOLS

As members of staff in our Catholic school we are committed to students, parents and caregivers, the community and education itself. In order to serve effectively we are also committed to our own growth and well being. We commit ourselves to professional standards of conduct in all we do.

PRINCIPLE 1.0 COMMITMENT TO OUR STUDENTS

- We put the well-being of our students first, respecting their rights and dignity as unique individuals, nurturing their individual sense of self-worth, and serving their spiritual, academic and human needs.
- We enable students to develop personal responsibility, including commitment to their own wellbeing, that of their community and the world.
- We help students to see the relevance of the Good News of Salvation, challenging them to live by gospel values in their daily lives, and developing their potential for Christian leadership in society.
- We focus on delivering the best possible educational programmes that suit each student, challenging them to achieve the highest possible standards which reflect their abilities.
- We work to deliver the best possible Religious Education programmes for our students, and to relate these programmes to their daily lives.
- We work to provide a safe physical and emotional learning environment for our students.
- We endeavour to exercise restorative justice in resolving discipline issues.

PRINCIPLE 2.0 COMMITMENT TO PARENTS & CAREGIVERS

- We support parents and caregivers in their responsibility for their children's education; therefore we treat them with respect at all times, collaborating with them and respecting their right to know, understand and share in decisions that affect the education and welfare of their children.
- We report their children's progress regularly, and as needed, with professional clarity.
- We offer supportive ways to assist parents' involvement in their children's education and spiritual development.
- In our Religious Education and other programmes we work to enhance family life and the home-school relationship.
- We respect privacy and confidentiality of information.

PRINCIPLE 3.0 COMMITMENT TO OUR COMMUNITY

- We are committed to serving all members of our school, co-operating in building our Catholic educational community, and refraining from doing anything that would bring the school into disrepute.
- We protect the reputation of students, parents, staff and Board members.
- We support the authority, decisions and leadership of our Catholic Bishops, our Proprietors and those who work to sustain and develop Catholic education.
- We support the integral relationship of the Catholic school and the Catholic parish.
- We promote the peace of Christ in the world by modelling co- operative behaviour and peaceful solutions to conflict.
- We support and work with other Catholic schools, for the good of the Catholic school system.
- We commit ourselves to honouring the Treaty of Waitangi.
- We actively value the ethnic diversity of New Zealand society.

PRINCIPLE 4.0 COMMITMENT TO EDUCATION

- We understand and commit ourselves to the principles, ethos and delivery of authentic Catholic education.
- We are committed to deepening our professional understanding, qualifications and knowledge of Catholic Character and Religious Education.
- We work in partnership with the Ministry of Education.
- We respect and support the work of all associated with the national education system.
- We contribute to wider educational debate and development in our society.
- We model and support professional behaviour within our school by conscientiously fulfilling our defined roles.
- We participate in ongoing professional development for the continual enhancement of teaching and learning.

PRINCIPLE 5.0 COMMITMENT TO OURSELVES

- Recognising that we can only fulfil our responsibilities to others if we fulfil our responsibilities to ourselves:
- We nurture our spiritual growth and deepen our understanding of the teachings of Christ and his Church.
- We strive to live by values of truth, honesty, justice, goodness, love, compassion, reconciliation and respect for others.
- We sustain our personal wellbeing, striving for balance in our work, recreation, rest and emotional life.

New Zealand Catholic Education Office | Te Tari Mātauranga Katorika o Aotearoa | www.nzceo.org.nz | January 2025