Cromwell College
Barry Avenue
Cromwell 9310
admin@cromwell.school.nz
www.cromwell.school.nz

10 November 2026

Dear Applicant

Homeroom Teacher (Year 7 - 8) LTR Maternity Leave Position
Full time for 1 year - 2027

Thank you for your interest in this full time LTR maternity leave position as a Year 7 or 8 Homeroom Teacher at Cromwell College, commencing 28 January 2027 and finishing on 28 January 2028.

The Homeroom Teacher is mainly responsible for delivery of English, mathematics, science, social studies and physical education to Year 7 or 8 students.

We are an innovative, well-equipped and well-resourced, Year 7 – 13 school with welcoming students, committed and collegial staff and a strong supportive relationship with our local community. The successful applicant will have the ability to form positive professional relationships with staff and students and possess the skills, drive and desire to provide the best possible learning opportunities for our students.

Cromwell College has a growing roll of around 700 students and our school curriculum contains a wide range of traditional academic and vocationally oriented subjects. Our Board of Trustees and staff are committed to making Cromwell College one of New Zealand's best rural schools. We are keen to see the school grow and develop, and the appointment and development of quality staff continues to be a key element in the overall success of the school.

Cromwell is a vibrant forward thinking rural community with a current population of approximately 7500. The town benefits from a range of excellent facilities for its size and is in a stage of sustained growth with major investment in viticulture, horticulture and regional service industries.

Enclosed with this letter are a job description, application form, last year's school magazine and additional information about the school and the area.

Applications close Tuesday 24 November 2026 at 3.00pm

You will find further information about Cromwell College on our web site at cromwell.school.nz and if you wish to visit the College or have any other questions then please contact me. Thank you again for your interest in our school.

Yours sincerely

Mason Stretch
Principal

Cromwell College
CENTRAL OTAGO

Person Specification

1. Talented, trained teacher holding current NZTC registration.
2. In-depth current knowledge of the New Zealand Curriculum including current trends in pedagogy, curriculum content, assessment, etc.
3. Please state other teaching strengths
4. An ability to teach core subjects to Year 8.
5. Commitment to co-curricular activities offered at the College.
6. A clear understanding of, and empathy with, the special character of a Year 7 - 13 rural school.
7. Possess a relevant tertiary qualification.
8. Evidence of a collegial approach to teaching.
9. Well-developed communication and interpersonal skills.
10. Evidence of on-going professional and curriculum development.
11. Evidence of excellent and creative practice in classroom teaching.
12. Commitment to the philosophies of PB4L and restorative practices

Job Description

Teaching – The teacher will be expected to teach up to 20 out of 25 periods.

The terms and conditions of employment are those defined in the Secondary Teachers' Collective Agreement.

Appraisal – Teachers will be appraised against the job description and also against the general requirements and professional standards for classroom teachers as detailed in the Secondary Teachers' Collective Employment Contract.

Overall task - Teach effectively and manage the effective delivery of curriculum to students. Under the direction of the faculty heads complete required tasks related to curriculum delivery, student management, resource management, resource development and other tasks as may arise from time to time.

Specific Tasks

1. Be responsible, under the direction of the Heads of Faculty, for the planning and delivery of instruction, the development and maintenance of the curriculum, development and implementation of assessment tasks and other duties as may be required for the smooth running of the faculty and the subjects taught.
2. Teach primarily Year 7-8 students and contribute as required to the school's pastoral care or Whānau Group structure.
3. Further the goals and objectives of the school as outlined in it's strategic plan
4. Completion of all administrative requirements for teachers in such matters as reporting, duty, compliance and other matters as may arise from time to time.
5. Contribute to the wider life of the school.
6. Meet the criteria for quality teaching as specified in the Secondary Teachers' Collective Employment Contract.

Cromwell College
CENTRAL OTAGO

Homeroom Teacher (Year 7 or 8)
Full Time LTR Maternity Leave Position 2027

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specification before completing this application.

1 Please provide a covering letter and complete this application form personally.
2 Attach a curriculum vitae (CV) containing any additional information, work experience, qualifications, any written references etc
3 Copies only of qualification certificates must be attached.
4 If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
5 This application form and support documents will be held by the school. You may access it in accordance with the provision of the Privacy Act 1993.

If you have any queries, please contact the school administration.

Please email to pa@cromwell.school.nz

Application closes on Tuesday 24 November 2026 at 3.00pm.

CRITERIA FOR APPOINTMENT

In considering applications for positions the Board of Trustees shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria ~

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position; and

2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position

Any offer of employment made is conditional upon a satisfactory Police check being obtained.