He Māpara Mātauranga
Elmwood Normal School

10 November 2026

Kia ora

Thank you for your inquiry about the recently advertised vacancy for the Teaching positions. An Application for Employment Form, Person Specification, and EEO Database query form are enclosed. Please use the Application for Employment form provided. Please mention which position you are applying for. Permanent jobs are not suitable for beginning teachers.

In your application please respond to the Person Specification and outline your strengths / interests and the position you are applying for.

The 2026 timeline for appointment is as follows:

11 November job advertised in the Education Gazette
23 November application closes at 12.00pm
23 November Short listing
23 November Short listed applicants notified
24 November Referees contacted
25 November (Wednesday) Interviews take place
26 November (Thursday) interviews take place (if needed)
27 November successful applicants notified
27 November unsuccessful applicant notified.

Position commences Term 1 2027:

All applications, together with CV should be forwarded or emailed to:

The Principal (office@elmwood.school.nz)
Elmwood Normal School
29 Aikmans Rd
Christchurch 8014.

All applicants should provide contact telephone numbers of 3 referees with their applications, and indicate whether we may also contact the current school Principal to verify statements made in applications.

Yours sincerely

V Harlick

Verity Harlick
Principal for Board of Trustees

03 355 7192
29 Aikmans Road | Merivale | Christchurch 8014
www.facebook.com/elmwoodnormalschool
www.elmwood.school.nz

Person Specifications for Permanent Scale A Teaching positions
Commencing Term 1 2027

INFORMATION FOR APPLICANTS

CLASS LEVELS: Year 3 - 4

Applicants should give details of recent experiences in teaching at these levels and their preferred level.

The successful applicants will be positive, energetic teachers with an ability to plan stimulating, child-centred programmes within our co-operative teaching and learning environments. Effective assessing and reporting skills are also required. Co-operative programme planning with teachers within the teaching team is expected.

Applicants should also detail curriculum strengths, experiences and extra-curricular areas they are willing to engage in. Not suitable for Beginning Teacher.

Person Specification – Scale A Teachers

Applicants should have:

- A passion for teaching and learning and a commitment to our Vision, Values and Mission.
- Strengths in Structured Literacy and Maths programmes.
- Recent and successful teaching experience.
- Demonstrated an enthusiastic, innovative and hardworking approach to teaching and learning.
- Demonstrated ability to provide a stimulating classroom environment, which challenges children and provides for different learning styles.
- A commitment to Tangata Whenua and Te Tiriti o Waitangi partnerships.
- Demonstrated ability to work cooperatively and supportively with other members of staff.
- Demonstrated ability in setting, modelling and maintaining high standards in every area of school life.
- Demonstrated ability to develop positive relationships with parents; and promote and uphold the interests and image of the school.
- Experience as a Mentor to trainee teachers.
- Strong interpersonal skills underpinned by integrity, respect, openness and honesty.
- A commitment to supporting Initial Teacher Education as part of our Normal School status.

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EQUAL EMPLOYMENT OPPORTUNITIES DATABASE

As part of our Equal Employment Opportunity Policy, we are required to have a database showing information regarding employment vacancies at the school, as per the form below. Completion of this form is voluntary, but obviously the more information we receive back, the more detailed analysis we are able to make of staffing trends and the effectiveness of our recruitment processes.

I would therefore ask you to complete the form below and return it to the school office with your application. Any reports issued from this database will be non-identifiable.

If you have any queries relating to this matter, please contact me.

V Harlick

Verity Harlick

Principal

I identify as: _____

What position are you applying for: _____

Ethnic identity: *(please tick one or two boxes that most clearly describes you)*

	New Zealand European/Pakeha
	Māori
	Pacific Islands People *(i.e., Samoan, Niuean, Tongan, Fijian, Cook Island, Tokelauan & Tuvalu)*
	Other Ethnic Group *(please state which)*

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Elmwood Normal School Vacancy Application Form

PERSONAL DETAILS

Name in full (any alternative to naming conventions here?:

_____ Preferred Name: _____

Email: _____ Phone: _____

Address and post code:

_____

_____

NZ Citizen: Yes / No If not, do you have a NZ Work Permit Yes / No

Teachers Registration Number: _____ Expiry date: _____

Position applied for: _____

Are there any health-related conditions which could impact on your ability to perform the position applied for:

_____

_____

Details of the health-related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:

_____

_____

EDUCATION

	Name	Location	Number of years completed	Highest Qualification Gained
Tertiary Provider				
Other				

Have you ever been charged with a criminal offence? ☐ **Yes** ☐ **No**

Discharge without conviction: Yes / No

Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offence, type of offence, remoteness of the offence in time, and rehabilitation will be taken into account in determining effect on suitability for this position.

If yes, please explain:

WORK EXPERIENCE

Please list your work experience in your last five jobs **beginning with your most recent job** held. If you have had more than three jobs in the last five years, please list them all. Attach additional sheets if necessary.

Job Title		**Employment Dates:**	
Name of employer		**FROM:**	
Address		**TO:**	
Name of Principal			
Reason for leaving (be specific)			

List the duties performed, skills used or learned, advancements or promotions while you worked in this organisation

Name of employer		**Employment Dates:**	
Address		**FROM:**	
Name of Principal		**TO:**	
Job Title			
Reason for leaving (be specific)			

List the duties performed, skills used or learned, advancements or promotions while you worked in this organisation

Name of employer		**Employment Dates:**	
Address		**FROM:**	
Name of Principal		**TO:**	
Job Title			
Reason for leaving (be specific)			

List the duties performed, skills used or learned, advancements or promotions while you worked in this organisation

Name of employer		Employment Dates:	
Address		FROM:	
Name of Principal		TO:	
Job Title			
Reason for leaving (be specific)			

List the duties performed, skills used or learned, advancements or promotions while you worked in this organisation

Name of employer		Employment Dates:	
Address		FROM:	
Name of Principal		TO:	
Job Title			
Reason for leaving (be specific)			

List the duties performed, skills used or learned, advancements or promotions while you worked in this organisation

REFERENCE CHECKS

May we contact your past employers? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Did you complete this application form yourself? ☐ Yes ☐ No

If not, who did?

Please list three people who we may contact as a referee.

Name: ---------- Organisation: ----------

Address: ---------- Position: ----------

Email: ---------- Phone #: ----------

Name: ---------- Organisation: ----------

Address: ---------- Position: ----------

Email: ---------- Phone #: ----------

Name:		**Organisation:**	
Address:		**Position:**	
Email:		**Phone #:**	

I state all information given in this application form is true.

Name _____

Signature **Date** _____

Disclosure Consent

Name: _____

Address: _____

Date: _____

I give permission for the Principal of Elmwood Normal School to make such enquiries of such people and examine such information, as it considers necessary to assess my suitability for appointment.

Applicant's Signature _____