CENTRAL NORMAL SCHOOL
TE KURA TUATAHI O PAPAIOEA
Whala Kia Tutuki - strive to your potential




# Central Normal School

# Application Pack: 0.5FTTE ORS Teacher (Fixed Term)

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## COVERING LETTER

Kia ora!

Ngā mihi nui ki a koe. Thank you for expressing an interest with this thoroughly rewarding position at our school.

If you join our team, you will be part of a whānau who are passionate and dedicated to providing the best possible learning and development experiences for our ORS tamariki.

We are dedicated to providing the best possible outcomes for our tamariki. Our values of Kaitiakitanga, Whānaungatanga and Manaakitanga, permeate all that we do.

We are exceptionally proud of the richness of our school, which makes our school a real whānau place to be:

- We have 6 Māori Rumaki classes, where our tamariki learn at Level 1 Māori Immersion
- We are one of the only contributing primary schools in New Zealand to be a fund holder school for the provision of Special Education for ORS funded children.
- We are also a Normal School, where we have a close relationship with Massey University to support graduate trainees on their journey to become a qualified teacher. We take great pride in being a Normal School, where our teachers are expected to demonstrate exemplary practice for our graduate trainees.

Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching and learning approach.

Attached is the application pack for the positions at our school. Should you have any further questions about the position or would like to make a time to visit our school, you are welcome to contact me on (06) 359 3337 or principal@centralnormal.school.nz

I look forward to hearing from you.

Ngā manaakitanga

Regan Orr
Tumuaki | Principal

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## GAZETTE ADVERTISEMENT

**0.5FTTE ORS Teacher (Fixed Term):** This is the teaching job you have been looking for! We are seeking a passionate teacher who wants to make a positive and genuine impact and difference with our ORS learners. As a fundholder school, we have a team of teachers and specialists who work with our ORS tamariki and we would love you to join us.

The successful applicant will coordinate the planning and developmental experiences for our ORS tamariki, work with them 1:1, oversee the teacher aides who work the tamariki, liaise with the specialists and work alongside the whānau in the best interests of their tamaiti.

You will also work alongside other passionate ORS teachers and the Assistant Principal responsible for ORS.

We see this as a highly desirable position for someone who wants to make a genuine impact with shaping our tamariki.

Position commences the first day of Term 1. The Tumuaki welcomes your inquiry or visit.

Please send this application form, a covering letter and CV to Regan Orr Wednesday 24 November 2026, 3.00pm

## TIMELINE FOR APPOINTMENT

| | |
|---|---|
| Positions advertised online | 12 November 2026 |
| Applications for positions close | 24 November 2026 |
| Shortlisting of applicants | 24 November 2026 |
| Interviews | Wednesday 25 November 2026 |
| Offer of appointment made/ Successful applicants notified | Thursday 26 November 2026 |
| Position Commences | 1 February 2027 |

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## Job Description

### School specific leadership and responsibilities

Provide quality learning opportunities to meet the learning needs of students on ORS:

- Provide support and guidance for teachers and teacher aides to sustain effective inclusion for the children on their roll.
- Facilitate IEP meetings with the class teacher, parents/whanau, other professionals and paraprofessionals.
- Liaise with outside agencies as needed in support of children and their families.
- Ensure that parents/whanau are involved in a meaningful partnership with the school.
- Be a fully participating member of the Tararua (ORS) Team, under the direction of Assistant Principal of Special Education
- Follow the direction of the assigned Tararua Team teacher in the absence of the Assistant Principal Special Education.
- Assist with the organisation of the special programmes and provide support as required.
- Support a classroom culture where students with special needs are encouraged, respected, and challenged intellectually, physically and socially.
- Participate in school wide events
- Complete and be responsible for documentation pertaining to students with special needs as required.
- Take an active part in professional development and share ideas and practices with colleagues.
- Take an active part in performance appraisal.
- On site between 8.00am and 4pm
- This position will cease on 15 December 2026 when the project is completed.
- Any other duties/requirements as negotiated by the Principal.

## APPLICATION FOR APPOINTMENT

Thank you for applying for a position with our school. Please ensure your application includes the following:

- Completed application form
- Curriculum Vitae
- Covering letter (which includes the skills you will bring to enhance our kura)

All applications should be emailed to principal@centralnormal.school.nz with 'Confidential - Job Application' in the subject line. We must receive this no later than 3pm on Tuesday 24 November 2026

Further information about our school can be found on our school website.

We look forward to receiving your application.

If you would like to speak about your application, you are welcome to make contact with me.

Ngā mihi nui



Regan Orr
Tumuaki | Principal
Te Kura Tuatahi o Papaioea
Central Normal School

## SOME NOTES TO SUPPORT YOUR APPLICATION

Thank you for applying for a teaching position with our school. Please ensure you read the following notes before filling in the application:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) and a covering letter.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. 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.
7. All applicants are required to give consent to a Police vet:
    a. You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained an exemption). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
    b. The Clean Slate Act provides certain convictions do not have to be disclosed providing:
        - you have not committed any further offence within 7 consecutive years of being sentenced
        - you did not serve a custodial sentence[1] at any time
        - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014
        - you have paid any fines or costs

    Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.
9. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

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*Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.*

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# APPLICATION FOR EMPLOYMENT: 0.5FTTE ORS TEACHER

| Surname/Family name | First names (in full) |
|---|---|
| | |

| Preferred name |
|---|
| |

| Are you known by any other name(s)? If yes, please provide details below<br>Yes ☐ No ☐ |
|---|
| |

| Full postal address |
|---|
| |

| Email address |
|---|
| |

| Mobile number |
|---|
| |

| **Qualifications** | | |
|---|---|---|
| Degree | University | Year |
| | | |
| | | |
| | | |
| **Other Qualifications** | | |
| | | |
| | | |
| | | |
| **Relevant Experience** | | |
| | | |

| **Teacher Registration** | Registration Number | Certification Category | Registration Expiry Date |
|---|---|---|---|
| | | | |

| **Present Employment** | |
|---|---|
| Employer | |
| Position Held | |
| Time in position | |

| **Employment History (VCA requirement, please complete for the last 5 years)** | | | | | |
|---|---|---|---|---|---|
| **Period worked (please state start and end date)** Start date | | End date | **Employer's Name** (or reason for employment gap) | **Position held** | **Reason for leaving** |
| | to | | | | |
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| | to | | | | |

## REFEREES

Please provide the names of three people who can act as referees for you. One of these should be your current or most recent employer. (Please note that no contact will be made without first obtaining the consent of the applicant).

| Name | Organisation | Position/Relationship | Contact Number/Email |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

Please tick the appropriate boxes

| | |
|---|---|
| **Are you a New Zealand citizen?**<br><br>If not, do you have a NZ Work Permit? | **Yes** ▢ **No** ▢<br><br>**Yes** ▢ **No** ▢ |
| **Have you ever had a criminal conviction?**<br><br>If Yes, please provide detail:<br><br>*A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.* | **Yes** ▢ **No** ▢ |
| **Have you ever been discharged without a conviction for an offence?**<br>If Yes, please provide detail: | **Yes** ▢ **No** ▢ |
| **Are there any health related conditions which could impact on your ability to perform the position applied for?**<br><br>If Yes, please provide details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions: | **Yes** ▢ **No** ▢ |

| | |
|---|---|
| **In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and your ability to do the job?**<br>If Yes, please detail: | **Yes** ▢ **No** ▢ |

## DECLARATION

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|---|
| I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated. |
| **Applicant's Full Name:** |
| **Signature:** |
| **Date:** |