Application Information

2027

Te Kura o Karamū
Weedons School

Scale A Teacher

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Weedons School

Dear Applicant,

Thank you for expressing an interest in the Scale A Teaching positions at Weedons School - Te Kura o Karamū. This is a fantastic opportunity to work in a supportive, high functioning semi-rural country school close to Rolleston. You will be working alongside an experienced, stable team with amazing children.

We currently have one permanent classroom position available. This will be in the year 4-8 area of the school. If you have a particular preference of teaching level within that range, please make that clear in your application. There is a possibility of a fixed unit for responsibility, yet to be determined.

The following information is included in this application pack:

- Information About Our School
- Job Description
- Person Specification
- Appointment Timeline
- Application for Appointment

Please ensure that your CV and covering letter clearly address the Job Description and Person Specifications to highlight your suitability for this position. The Application for Appointment is to be emailed with your CV and covering letter by 5pm on Thursday 26 November to vacancy@weedons.school.nz

Further information about our school and an editable application form can be obtained from the school website: www.weedons.school.nz

We wish you all the best with your application.

Ngā mihi nui

Rob Naysmith
Principal/Tumuaki
Weedons School
principal@weedons.school.nz
PH: (03) 3478740
www.weedons.school.nz

Information About Our School

Weedons School is a U4 Full Primary School catering for students from Years 1 to 8. It is situated on the outskirts of Christchurch, ten minutes drive from Hornby, and a five minute drive from both Rolleston and West Melton.

It is set in a rural location surrounded by a variety of life style properties. The immediate area includes a popular golf course, several business enterprises, farms and lifestyle blocks. We have a committed, engaged community, fantastic children and highly skilled staff who work closely together. Our school has a very supportive Board of Trustees and our Friends of Weedons (PTA) group is a strong part of our community.

The school was established in 1871 with an initial roll of 20 pupils. The student roll now sits between 140 and 165. In 2027 the school will be organised into six multi-level classes. Buildings and facilities include 7 classroom spaces, a hall, library, and other office spaces. Weedons school is very fortunate to have spacious grounds, challenging, modern playgrounds, extensive, tree lined playing fields, a swimming pool and attractive garden areas.

In recent years, an increasing awareness of the need for environmental sustainability has seen the development of recycling initiatives - worm farms, composting, a plastic house, the planting of fruit trees, natives, vegetable and berry gardens. In 2021, solar power was installed. In 2024 we became an official Enviro School.



Te Kura o Karamū
Weedons School

Scale A Teacher Job Description 2027

Name	
Position Title	Teacher Scale A - Fixed Term/Permanent
Responsible to	Board of Trustees, Principal,
Functional Relationships	Teaching staff, support staff, students, external agencies, parents
Conditions of work	As per the current Primary Teachers Collective Agreement
Position statement	The key purpose of this position is to provide high-quality programmes of learning that align with our vision and school curriculum. All of our staff are expected to model our core values (Whanaungatanga, Respect, Responsibility, Honesty, Personal Best) in all their actions. You must be able to satisfy the criteria of the relevant Professional Standards, as detailed in the current Primary Teachers Collective Agreement and the NZ Teaching Council Standards for the Teaching Profession.

Key Task	Indicators
Student Learning	● Achieve the goals and objectives of the National Education Learning Priorities, School Strategic Plan, Policies and Procedures of the Weedons School Board of Trustees. ● Provide learning opportunities for every student, relative to his/her needs, abilities and stage of development. ● Create an effective, positive and challenging learning environment that aligns with the Weedons School strategic plans, and curriculum. ● Regularly monitor student progress and achievement based on the NZ Curriculum and the school's curriculum plan, responding actively to identified next steps. ● Manage learning resources collaboratively with other team members. ● Align planning, data collection and analysis with agreed school procedures and tailor to meet the needs of all learners. ● Utilise current, student-centred pedagogies, including inquiry approaches and e-tools, within class programmes. ● Maintain ongoing assessments, evaluations and reporting according to our schedule. ● Manage student behaviour in accordance with school policy to reflect a purposeful and constructive class atmosphere.
Student Well Being	● Provide pastoral care. ● Actively promote the school values at all times.
Relationship Building	● Maintain a professional relationship with all staff and Board of Trustee members. ● Encourage student empowerment and ownership of learning through interactions and regular feedback. ● Develop positive, respectful relationships with students. ● Establish positive relationships with parents and encourage their involvement in student learning. ● Meet the school's expectations and requirements in relation to student care and student well-being. ● Enhance children's self-esteem and achievement through the establishment of a positive and supportive environment.

	● Communicate fully and openly with parents about student progress, and with the community in general about school activities and policies.
Professional Learning	● Demonstrate a commitment to ongoing professional learning. ● Undertake self-appraisal and participate fully in the Professional Growth Cycle within the school. ● Keep up-to-date with changes and developments in education through study and Staff Development programmes, and incorporate these in your teaching programmes. ● Share curriculum expertise with others. ● Take an active part in co-operative planning and decision making in matters relating to school organisation and curriculum.
Community Contribution	● Be involved in the corporate life of the school, collaborating with colleagues, sharing administrative responsibilities, and participating fully in school-wide activities and programmes. ● Promote a collaborative, inclusive and supportive learning environment ● Carry out duties and delegations as required. ● Build and maintain positive relations with the school's Board and Friends of Weedons (PTA) by actively participating in community initiatives. ● Actively contribute to school-wide initiatives.
General	● Take responsibility for the maintenance of TELA laptops in line with the wear & tear agreement in place with the TELA providers. ● Maintain professional hours of work. ● Be available to parents in classrooms from 8:30-9:00am and immediately after school. ● Correctly follow and adhere to the policies and procedures contained on the Weedons SchoolDocs site.
Additional Responsibilities	

Date completed:
Signed
Teacher
Principal

Person Specification – Scale A

The Scale A teacher we appoint will:

- Be an enthusiastic and innovative teacher who is dedicated and committed to education and Weedons School.
- Promote and live our School Values of Whanaungatanga; Respect; Personal Best; Honesty; Responsibility.
- Follow the planning and assessment expectations of the school.
- Meet the expectations as set out in the Our Code Our Standards and the Code of Professional Responsibility.
- Have a sound knowledge of the New Zealand curriculum.
- Be well organised and show initiative.
- Have excellent behaviour management skills.
- Build quality relationships with students, whānau and colleagues.
- Use classroom practices and implement programmes that engage all learners.
- Be flexible and able to adapt to change.
- Be reflective in their practice.
- Be a team player with a willingness to be involved in the extra-curricular activities the school has to offer students.
- Be involved in developing themselves as a professional through professional learning and development opportunities.

Appointment Timeline

- Monday 16 November — Advertisement goes online
- Thursday 26 November — Applications close (5pm)
- Friday 27 November — Shortlisting completed
- Tuesday 1 December — Interview candidates
- Wednesday 2 December — Position offered

APPLICATION FOR APPOINTMENT

Please email to:	vacancy@weedons.school.nz (files preferred in PDF format)
Position applied for: **You can apply for both**	❑ Fix Term ❑ Permanent

Personal Details

First Name:			
Surname:			
Address:			
Phone:		**Cell:**	
DoB:			

Registration Details

Number:		**Expiry date:**	
Type:	☐ **Full**	☐ **Provisional**	☐ **Subject to Confirmation**

Employment History

School	Position	Level	From…	To

Please also indicate breaks in service and give reasons e.g. travel overseas.

(add more rows if needed)

Current Employment

School	Position & Responsibilities	Contact person

Educational Qualifications

Qualifications	Date Awarded…

Referees

Please provide details of three people who can be contacted to verify statements made in your application.

Name	Position	School
Contact	**Work:**	**Home:**

Name	Position	School
Contact	**Work:**	**Home:**

Name	Position	School
Contact	**Work:**	**Home:**

DECLARATION

Have you ever:

- Been convicted of an offence against the law? YES / NO
  (apart from minor traffic offences)
- Received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment? YES / NO

If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached? (please circle)	Yes	No

If yes, please give details below:

I am fully registered as a New Zealand teacher. (please circle)	Yes	No
Do you have any matters relating to yourself currently or previously before the Teachers Council? (please circle)	Yes	No
Do you have a current New Zealand driver's licence? (please circle)	Yes	No
Do you give permission for your police record to be checked? (please circle)	Yes	No
Have you changed your name by deed poll/statutory declaration? (please circle) *Other names known by:*	Yes	No

Confirmations

PRIVACY ACT 1993 (TO BE SIGNED BY THE APPLICANT)
This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Please read the following statement carefully, sign and return with your application.

I agree to the Weedons Board of Trustees or its agents approaching my referees for a statement of my abilities in relation to this application.

I give consent to members of the Weedons School Appointments Committee
or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Teacher at this school.

I hereby certify that the information given in this application is, to the best of my knowledge, correct. I understand that this may be verified.

Signed: _____ Date: _____