Application Pack

Kaiako

Te Kōmanawa Rowley School

48 Rowley Ave

Christchurch 8025

Dear Applicant,

Thank you for your interest in joining our team as a permanent Kaiako at Te Kōmanawa Rowley School.

Located in the heart of Rowley, we are a vibrant, multicultural kura where genuine relationships come first. Our kura is deeply committed to delivering high-quality, evidence-based teaching and learning that inspires curiosity and empowers every ākonga to reach their full potential.

We are looking for an innovative, deeply caring educator who thrives on building strong, meaningful connections with our ākonga and their whānau, and brings confidence and skill in delivering Structured Literacy and Structured Numeracy. We are deeply committed to delivering high-quality, evidence-based teaching and learning that inspires curiosity and empowers every ākonga to reach their full potential.

We are flexible regarding year levels (Years 1–6) and welcome the opportunity to negotiate a placement that aligns with your experience and strengths.

You will be joining a supportive, collaborative team that holds high expectations for every learner and celebrates their success. If you are passionate about making a real difference and want to grow alongside a welcoming school community, we would love to hear from you.

For further information:

• **Contact:** Sandra Keenan, Principal, on 021 128 4820 or at principal@tkrs.school.nz

We would love the opportunity to welcome you to our kura and show you around. To arrange a visit, please email Sandra Keenan at principal@tkrs.school.nz.

Your Application for the Kaiako position is to be received, with your CV and cover letter by 12.00 noon on Friday 4th December 2026.

Please ensure your three referees are aware of their nomination and have your authorisation to share information with the Board regarding your suitability for this role. Referees may be contacted during the shortlisting process. Your application and supporting documents will be held in the strictest confidence by the Board of Trustees.

All completed applications must be emailed to: principal@tkrs.school.nz

Anticipated Appointment Process and Timeline

Timeline	Timeline
Advertised	Thursday 19th November 2026
Closes	Friday 4th of December 2026
Interviews	Between Monday 7th and Wednesday 9th December.
Successful candidate notified	By Friday 11 December 2026

Yours sincerely

Sandra Keenan
Principal

Information for Applicants:

Thank you for applying for the Scale A - Classroom Teacher position at Te Kōmanawa Rowley School. Classroom teachers at Te Kōmanawa Rowley School work in a supportive and collaborative environment and deliver high-quality learning programmes.
Final Job Descriptions will be confirmed once appointed; teachers will be appraised against the Code of Professional Responsibility and Standards for The Teaching Profession.

1. Attach curriculum vitae containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.

2. Copies of qualification certificates should be attached. If successful in your application, you may be required to provide originals as proof of qualifications.

3. Failure to complete this application and to 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 subject to the requirements of the Vulnerable Children's Act.

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; and
- § The offence was not a specified offence (specified offences are in the main, sexual in nature); and
- § You have paid any fine or cost.

6. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

7. The application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.

8. CV's provided by non-successful applicants will not be returned unless a stamped self-addressed envelope is provided. Application forms and CV's from non-successful applicants will be held until the appointment process is completed and will then be destroyed.

9. All information received will be confidential to the Appointments Committee

10. Applicants are encouraged to visit the school if they wish.

11. If you are selected for an interview, you may bring whanau and or a support person at your own expense. Please inform the Principal if this is your intention.

Application for Appointment:

To: **Principal, Te Kōmanawa Rowley School.**

Position Applied for: **Permanent Scale A - Classroom Teacher, Te Kōmanawa Rowley School.**

Personal Details:

Mr Mrs Ms Miss

Name:
……

Address:
……
……

Home Phone: ( ) …… Work Phone: ( ) ……

Mobile Phone: ( ) ……..

Email: ……

Registration No: ……..

Registration Status: ……..

Present Employer:

Name of present employer:
……

Address: **……**

Work Phone: ( ) …… Other Phone: ( ) ……

Date Commenced: …… Position Held: ……

Referees:

1:

Name: ……..

Home Phone ( ) ……

Position: ……

Work Phone ( ) …… Mobile Phone ( ) ……

Email: ……

2:

Name: ……..

Home Phone ( ) ……

Position: ……

Work Phone ( ) …… Mobile Phone ( ) ……

Email: ……

3:

Name: ……..

Home Phone ( ) ……

Position: ……

Work Phone ( ) ..... Mobile Phone ( ) .....

Email: .....

Tertiary Education Qualifications: Only complete if these are not listed in your CV.			
Institution attended	*Year*	*Qualifications attained*	*Date awarded*

Teaching Service (list all schools and positions): Only complete if these are not listed in CV				
Position	*Salary Scale*	*School*	*Date from*	*Date to*

Other Relevant Skills, Experience and Interests: Only complete if these are not listed in CV

Please give details:

Health: Please complete in all cases.

Have you had injury or medical conditions that the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the duties of classroom teacher?

YES / NO

If yes, please give details below…

Do you have any current or previous matters known to the Teachers / Education Council?
YES / NO

Do you have a current New Zealand driver's licence? ***YES / NO***

Do you give permission for your Police record to be checked? ***YES / NO***

Have you changed your name by deed poll/statutory declaration? ***YES / NO***

If yes, other names known by:

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.
Furthermore, consent is given for members of theTe Kōmanawa Rowley School Appointment Committee to make enquiries of my present or past employers, colleagues or any other person who may assist in establishing my suitability for the position of Classroom Teacher at this school.

Applicant's Signature: ……..
Date: ……

Declaration:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (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 relevant court records available from the register of the court concerned.

I certify that I am registered (or provisional registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and in my CV is correct.

Applicant's Signature: ……
Date: ……

An electronic signature is acceptable. A hard copy can be signed on appointment.