PLEASE MAKE A COPY

Application Pack
Classroom Teacher
Goodwood School

517 Fencourt Road
R D 1 Cambridge 3493
Phone: 07 *827 6817*



Goodwood School
517 Fencourt Road
R D 1
Cambridge 3493

Dear Applicant,

Thank you for your interest in the position of **classroom teacher** at Goodwood School.
Goodwood School is a great place to work. We have 430 wonderful explorers and a very supportive team.

We take care of our teachers. We are a 2026 Educational Excellence Award winner and 2025 winners of the Vitae Workplace Wellbeing Award!

CRT is available as whole (or half) days when possible, and can be worked at home if appropriate.
We will nourish you with high quality professional learning, daily fresh fruit and snacks, stylish merchandise and a proper coffee machine! All of this in an idyllic rural setting at a very well resourced school.

We are seeking an **experienced**, inspiring, innovative, child-centered, culturally sustaining, professional NZ registered teacher to join our collaborative team.

One of our amazing teachers is relocating overseas so we have ONE permanent position, teaching a Year 2 OR a Year 3 and 4 OR a Year 5 and 6 class.

For the right applicant this may be a **0.8 or full time position** by negotiation.

For further information:

• See the school website: www.goodwood.school.nz

• Contact: David Graham, Principal on 0278468959 or email applications@goodwood.school.nz

Your Application for a Classroom Teacher's position is to be received, with your CV and covering letter by 4.00 pm on Friday 4 December

Ensure your three referees are aware they have been nominated and that you have authorised them to disclose information about you to the Board for the purpose of determining your suitability for the advertised position should we choose to contact them. Referees may also be contacted during the short list process. The Board may also make inquiries to previous employers, or other persons deemed necessary to satisfy the Board as to the suitability of the applicant. The Board will hold this application form and supporting documentation in strictest confidence.

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

If you have any queries, please direct these to:

David Graham
Principal
Goodwood School
Phone: 0278468959 or email david@goodwood.school.nz

Anticipated Appointment Process and Timeline

Position Advertised: **Wednesday 18 November.**

Applications close: **Friday 4 December.**

Shortlisting and interviews will occur from **receipt of applications** and be completed by **Thursday 10 December**

Appointments made and applicants notified by **Friday 11 December**

Successful applicants commence **Term One 2027**

Yours sincerely

David Graham
Principal
Goodwood School

Information for Applicants:

Thank you for applying for the position of **Classroom Teacher** at Goodwood School.

Classroom teachers at Goodwood 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. Please complete the attached forms personally. Read them through first and then answer all questions. Make sure you sign and date where indicated.

2. 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.

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

4. 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.

5. Shortlisted applicants will be subject to the requirements of the Children's Act including police vetting, referee and previous employer checks and identity checks. .

6. This 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 2020.

7. CV's provided from 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. **Emailed applications are preferred**

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

9. 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.

Closing date for the receipt of applications is 4pm on **Friday 4 December 2026**

Application for Appointment:

Position Applied for: **2027 Classroom Teacher, Goodwood School.**

Tenure : **Permanent**

Preferred Level:

Year 2		**Year 3 and 4**		**Year 5 and 6**		**Any Considered**	

Personal Details:

Ms		Mr		Miss		Mrs		Other	

Ingoa/Name:	
Address:	
Home Phone:	
Mobile Phone:	
Email:	
Are you a NZ Citizen?	
If not, do you have a NZ Work Permit?	
Registration Number:	
Registration Status:	
Are you a member of NZEI?*	

*For the purpose of drafting a letter of offer under a collective or individual employment agreement.

Present Employer:

Name of present employer:	
Address:	
Phone:	
Date Commenced:	
Position held:	

Referees: *Detail here only if not listed in your CV*

Tuatahi/first referee:

Name:	
Phone:	
Email:	
Position held:	

Tuarua/second referee:

Name:	
Phone:	
Email:	
Position held:	

Tuatoru/third referee:

Name:	
Phone:	
Email:	
Position held:	

Tertiary Education Qualifications: Only complete if these are not listed in your CV.

Institution attended	*Years*	*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*

Teaching Strengths. Only complete if these are not listed in your CV
Please give details:

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 2020 / Vulnerable Children's Act 2024 (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 the Goodwood 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, and to meet our obligations under the Vulnerable Children's Act 2014.

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: ……

Electronic signature is acceptable. Hard copy can be signed on appointment.