Te Kura o Hau Karetu

He waka eke noa: *We're all in this waka together*
32 Hillside Drive, Māoribank, UPPER HUTT 5018
Phone (04) 5269-552, 027-5269-552
Email: office@tehaukaretu.school.nz

Appointment of Fixed Term part time Teacher, 0.4 FTTE – Year 6 class

18 November 2026

Dear Applicant,

Thank you for expressing an interest in the fixed term part time position of Fixed Term, part time Teacher 0.4 FTTE.

Te Kura o Hau Karetu is unique in Upper Hutt where we have 6 classrooms teaching English medium (Kura Auraki), and 2 classrooms teaching at level 1 Māori medium.

We are looking to find an experienced teacher who can confidently and competently complete the role as Teacher in a shared role in our year 6 English medium class for 2027 on Thursdays and Fridays.

The application pack is included below.

Application or queries is to be emailed to Karen Wellington at principal@tehaukaretu.school.nz with your CV, application form, covering letter and the names of three referees.

Timeline:

Please be prepared for the following timeline:

- Applications close Tuesday 8th December 2026 at 3pm
- Interviews take place on Thursday 10th December 2026 after 3pm.

Nāku, nā,

Karen Wellington
Tumuaki/Principal

Application for Appointment (yes, this is designed to be handwritten on – thanks).

TO: Karen Wellington

POSITION APPLIED FOR: Fixed term, part time Teacher 0.4 FTTE – year 6 class

PERSONAL DETAILS
Name: _____
Address: _____
Phone: _____
Email: _____

Are you a NZ registered teacher? Yes/No
Registration No: _____ Expiry Date: _____
Citizenship _____

PRESENT EMPLOYER
Name: _____
Address: _____Phone:_____

Position Held: _____

REFEREES – please provide 3 names and contact information
Name: _____
Phone: _____
Address: _____
Email: _____
Relationship: _____

Name: _____
Phone: _____
Address: _____
Email: _____
Relationship: _____

Name: _____
Phone: _____
Address: _____
Email: _____
Relationship: _____

TERTIARY EDUCATION QUALIFICATIONS
_____
_____
_____
_____
_____
_____
_____
Successful applicants will be required to provide verified copies of qualifications

TEACHING SERVICE
Position and Dates served:

_____
_____
_____
_____
_____

OTHER INFORMATION

1. 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 role description attached? Yes/no

If yes, please give details below:

_____
_____
_____

2. Do you have any matters relating to yourself currently or previously before the Education Council? Yes/No

3. Do you have a current full New Zealand driver's licence? Yes/No

4. Do you give permission for your police record to be checked? Yes/No

5. Have you changed your name by deed poll/statutory declaration? Yes/no

Other names known by:

_____

The successful applicant will be required to provide two forms of photo identification.

PRIVACY ACT 1993 (TO BE SIGNED BY 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 Upper Hutt 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.

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 the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally 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 : _____