TE MATAURU PRIMARY



Application Package
Kaiako/Teacher 1.0 FTE (Fixed-Term)
Commencing Term 1, 2027

This application package includes:

Advertisement
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Advertisement
Kaiako/Teacher (Full-Time, Fixed-Term)

Te Matauru Primary opened in February 2020 in West Rangiora. We are looking for an energetic, adaptable, and collaborative kaiako to join our teaching team in 2027.
Our school is a thriving, busy place with a strong team culture. For 2027, we are seeking a strong classroom practitioner who:

- Has a solid understanding of the refreshed New Zealand Curriculum.
- Is comfortable and confident teaching in a single-cell classroom environment while actively embracing collaborative team planning.
- Can effectively triangulate assessment data to make confident, evidence-based Overall Teacher Judgements (OTJs) and inform next learning steps (experience using SMART assessment tools is a distinct advantage).
- Possesses strong interpersonal and communication skills to build positive, trusting relationships with ākonga, colleagues, and whānau.
- Holds high expectations of themselves and their learners, enjoys a fun and supportive working environment, and contributes to our varied extracurricular programme.
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If this sounds like you, we are keen to hear from you.
This position commences Term 1, 2027.

Letter from the Principal

Dear Applicant,

Thank you for your interest in joining the team at Te Matauru Primary. Over the past seven years, we have established a vibrant and dynamic school community, and we are excited to welcome a new kaiako to our team for 2027.

Working closely with our Senior Leadership Team and Phase Leaders, you will enjoy collaborating with a hardworking and energetic group of educators who are passionate about making a difference for our learners. Even where teaching takes place within single-cell classrooms, collaborative planning and shared professional growth remain at the heart of how we work. Our school is deeply committed to keeping the Learner at the Centre of all our decision-making.

This role will appeal to teachers eager to become part of the Te Matauru community, which boasts exceptional resources and a fantastic working culture. We offer generous professional development opportunities—including ongoing support as we embed the refreshed national curriculum—support for wellbeing through "extras," and the benefits of working in a modern, well-resourced environment alongside a strong, communicative teaching team.

The opening of Te Matauru Primary was an exciting milestone for the town of Rangiora, which continues to grow and develop into a thriving hub. Te Matauru Primary was the first state school to open in Rangiora in over 50 years, and our Maukatere Centre is the first new technology centre in Canterbury in over two decades.

Rangiora and North Canterbury offer an exceptional lifestyle, with abundant employment opportunities for families and excellent educational options from early childhood through to High School. Located just a 25–30 minute drive from Christchurch, Rangiora provides access to the cultural and educational amenities of a major city, including a university and polytechnic. The area is rich with recreational and sporting facilities, from rivers and beaches to ski fields just an hour away. Housing remains affordable, and Rangiora retains its small-town charm amidst significant growth.

I look forward to receiving your application. Please feel free to contact me if you have any further questions.

Nāku noa,

Clive Swale
Principal

The Journey So Far

In August 2017, the Ministry of Education gazetted the establishment of a new Y0–8 school, provisionally called Rangiora West Primary School, to be built on the corner of Johns and Pentecost Road. The school opened for instruction in February 2020 with design capacity for an eventual roll of 700 students. The roll as of December 2026 is 258 students.

The Ministry of Education took the strategic decision to also build a new technology centre on the Te Matauru Primary site to meet the current and future needs of Y7/8 learners. This centre opened in February 2021 and currently provides Y7/8 technology programmes to over 700 students from the Waimakariri and Hurunui Districts.

The Establishment Board approached Ngāi Tūāhuriri for information regarding the school site's heritage and cultural advice. This partnership resulted in the gifting of a school name which the Board accepted: Te Matauru Primary. This name translates as *"eyes to the west"* and symbolises our geographical relationship to the alps, our aspirational vision for our students, and our role as kaitiaki for the area.

Our opening year saw children enrolling from eleven different schools. We have a strong focus on building an effective school culture which promotes Respect, Responsibility, and Bravery as core values for our students and staff to demonstrate.

Looking ahead to 2027, we are excited about the opportunity to provide a dynamic learning experience for the children of West Rangiora. With a strong strategic plan, a supportive Board, and a rich staff culture, our foundations are firmly in place. We look forward to welcoming new members to our team as we continue to support the learning of our ākonga and enter the next phase of growth at Te Matauru Primary.

Person Specification

We seek the following qualities in our teachers. It is not a checklist or a job description; it is aspirational. Please do not be put off if you cannot yet demonstrate all these indicators. If these resonate with your experiences and/or aims, then we welcome your interest in this position.

Our team desires colleagues who:

- Have a sound understanding of the refreshed New Zealand Curriculum and how to translate it into engaging classroom programmes.
- Are comfortable and effective teaching in a single-cell classroom setting, while genuinely enjoying collaborative team planning and shared inquiry.
- Have experience with, or a willingness to learn, our pedagogical practices, including structured literacy and collaborative problem solving (CPS).
- Communicate clearly, openly, and warmly with students, colleagues, and whānau.
- Model high integrity, empathy, sincerity, and trustworthiness.
- Are innovative and reflective in their practice.
- Work collaboratively in a team and empower others to grow.
- Ask thoughtful questions around the "how" and "why".
- Have high expectations and strive for excellence.
- Are prepared to work hard and contribute positively to our school culture.

The Leadership Team and School Board want staff who:

- Are strong classroom practitioners and passionate about teaching.
- Can confidently triangulate a range of assessment data to make sound judgments, inform teaching and learning, and track student progress (experience with SMART assessment is an advantage).
- Possess strong communication skills and are open, honest, and able to engage in constructive professional conversations with respect.
- Have recent successful experience working within a collaborative team environment.
- Can take a wide overview and develop strategies that lift achievement and assure the growth and wellbeing of every child.
- Have strong organisational and analytical skills and good judgement to make it all happen.
- Have a positive, can-do attitude and look for possibilities and solutions.
- Are dynamic and have the capacity for drawing the best out of others.
- Are passionate about sustainability and the environment.
- Can form excellent collaborative relationships across the school community.

Appointment Timeline

Advertised Online in Education Gazette and Te Matauru Website	*20th November 2026*
Applications Close	*Wednesday 2nd December 2026*
Short-listed candidates notified by	*Friday 4th December*
Interviews	Specific dates to be confirmed with applicants
Official start date	Start of Term 1, 2027

Please note the appointments committee reserves the right to alter timeframes if required.

Application Guidelines

Please create a digital folder with the following documentation contained in it, and share the entire folder with **principal@tematauru.school.nz** no later than *[Insert Closing Date & Time]*. You will receive an email acknowledging that we have your folder.
Your folder should include:

1. **Covering letter** (highlighting your strengths in relation to the 2027 Person Specification)
2. **Curriculum Vitae (CV)** (5 pages maximum)
3. **Completed application form**, which must be printed, signed with your handwritten signature (or verified digital signature), scanned, and included in your folder.

Please be in touch if you require any further information and we look forward to receiving your application.

Application for Employment

Please be aware that we are **not** an accredited employer and therefore **cannot support applications requiring an Accredited Employer Work Visa**.

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. 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.
4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. 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.
6. All applicants will be required to give consent to a Police vet.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain 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 offence within 7 consecutive years of being sentenced for the offence
   - you did not serve a custodial sentence at any time
   - the offence was neither a specified offence under the Criminal Records (Clean Slate) Act 2004 nor a specified offence under the Vulnerable Children 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.

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.

This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 2020. If you have any queries, please contact the person cited in the advertisement.

APPLICATION FOR EMPLOYMENT

Tick one (☑):

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Or other preferred title:

Surname/Family name:	First names (in full):

Birth name (if applicable):

Are you known by any other name(s)? (if yes please provide below): Yes ☐ No ☐

Full postal address:

Email address:

Contact telephone numbers:

Personal:	Business:

Identity Verification, Criminal Record and Right to Work

Please tick (☑) the appropriate boxes:

Immigration information Are you a New Zealand citizen? Yes ☐ No ☐ If not, do you have resident status, or Yes ☐ No ☐ A current work permit Yes ☐ No ☐
Have you ever had a criminal conviction? Yes ☐ No ☐ If "Yes" please give detail: *(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)*
Have you ever received a police diversion for an offence? Yes ☐ No ☐ If "Yes"' please detail:
Have you ever been discharged without conviction for an offence? Yes ☐ No ☐ If "Yes" please detail:
Do you have a current New Zealand driver's licence? Yes ☐ No ☐
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes ☐ No ☐ If "Yes"' please give detail:
Are you awaiting sentencing or do you have charges pending? Yes ☐ No ☐ If "Yes"' please state the nature of the conviction/cases pending:

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? If "Yes", please give detail:	Yes ☐ No ☐
Have you ever been the subject of any concerns involving child safety? If "Yes" please give detail:	Yes ☐ No ☐
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? If "Yes", please give detail:	Yes ☐ No ☐
For teaching/principal positions: Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand? Please enter your registration number:	Yes ☐ No ☐

Educational Qualifications

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School				
University				
Other				

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please specify the start and end dates) Start date		End date	Employer's name (or reason for gap in employment)	Position held	Reason for leaving
	to				
	to				
	to				
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Referees

Please provide the names of two people who can complete a referee's report on your behalf. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Organisation	Position/ Relationship	Landline (preferred)	Mobile

I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes ☐	No ☐

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria are stated in the position description and/or person specification.

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 2020 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature: _____ Date: _____