FITZROY SCHOOL

Our children learning and achieving every day with the support of the Fitzroy Family

Kia ora,

Thank you for applying for our Scale A Teacher at Fitzroy Primary School.
NOTE: This position commences January 26th, 2027.

Please also refer to our advertisement for details.
This application pack includes:

- Timeline
- Teacher job description
- Important information for applicants
- Application form

All applicants will be required to complete an application form and submit a CV with two professional referees. They may be contacted if you are shortlisted for the position. Please also include a covering letter.

We are a culturally responsive school who pride ourselves on our values of Manaakitanga (respect), Rawe (Excellence), Manawaroa (Resilience), Pono (Integrity).

Please view our school website for information on our school, our curriculum and our strategic direction. For additional information please feel free to contact me. You are welcome to visit our school, please make an appointment through the school office.

All applications, together with CV, should be forwarded or emailed to:
Principal: principal@fitzroy.school.nz
32 Barriball Street, Fitzroy, New Plymouth

Regards,

Dee Luckin
Principal/Tumuaki, Fitzroy Primary School

FITZROY SCHOOL - TEACHER DESCRIPTION

Position: Classroom Teacher (Permanent)

Employer: Fitzroy School Board of Trustees

Responsible to: Principal

Term of employment: Permanent

Salary Applicants entitled based salary as per current Primary CEA

Teaching Key Responsibilities & Tasks

Professional Knowledge

- Implement learning programmes aligned with national requirements and the Fitzroy School Curriculum, supporting our vision of our children learning and achieving everyday.
- Engage in continuous professional development to stay current with curriculum, pedagogy, and assessment practices in pursuit of excellence (Rawe).
- Demonstrate a genuine commitment to incorporating te reo me ōna tikanga Māori and embedding the principles of Te Tiriti o Waitangi into classroom practice with authenticity (Pono).

Teaching Techniques

- Design purposeful, differentiated unit and daily planning that supports high expectations for every child.
- Clearly share learning intentions and success criteria so tamariki understand their learning pathways.
- Provide timely, constructive feedback that empowers students to track their own growth and celebrate progress.
- Teach learners to be self-evaluative, guiding them to set ambitious targets and outline actionable steps to achieve them.
- Cultivate growth mindsets and resilience (Manawaroa), encouraging students to embrace challenges, take calculated learning risks, and persevere.
- Model target learning behaviours.
- Apply a *Teaching as Inquiry* framework to reflect on teaching impact, continually adapting practice to better serve students.

Motivation of Students

- Cultivate an inspiring, high-energy learning space where academic effort and high standards (Rawe) are celebrated.
- Embed a collaborative classroom culture where tamariki actively lead their own learning and assessment journeys.
- Build authentic, caring relationships by taking time to know, value, and respect each child (Manaakitanga).

- Adapt teaching approaches to connect with students' prior experiences, personal interests, and cultural identity.
- Inject fun, curiosity, and creative expression into daily learning experiences.
- Maintain current, vibrant, and culturally inclusive classroom displays that highlight student voice and achievement.

Classroom Management

- Establish a physically safe and emotionally supportive classroom environment grounded in mutual respect and kindness (Manaakitanga).
- Implement proactive, positive behaviour strategies in line with Fitzroy School policies and restorative practices.
- Maintain efficient classroom routines and uphold rigorous safety and emergency procedures.

Communication

- Communicate with honesty, transparency, and warmth (Pono), ensuring whānau have full visibility of student progress with no surprises.
- Maintain active availability for informal interactions before and after school, as well as formal student-led conferences and IEP meetings.
- Foster collaborative, professional, and uplifting relationships with colleagues across the school.
- Welcome and encourage active participation from the Fitzroy Family, creating strong school-home learning partnerships.

School-Wide Responsibilities

- Actively contribute to the wider life of the school, including school events, assemblies, sports, and cultural activities.
- Fulfill playground supervision duties attentively to safeguard the wellbeing and safety of all tamariki.
- Collaborate generously with colleagues, sharing ideas, resources, and successful strategies to elevate school-wide practice.

Professional Responsibilities

- Participate fully in the annual Professional Growth Cycle, actively working toward strategic school goals.
- Fulfill all requirements of *Our Code, Our Standards* set by Matatū Aotearoa | Teaching Council of New Zealand.
- Maintain active Teaching Registration, Practising Certificate status, and compliance with the Children's Act 2014.

IMPORTANT INFORMATION FOR APPLICANTS

Thank you for applying for the teaching position at Fitzroy Primary School. Please read through the following points to make sure you have completed your application correctly and given us as much information as we can to make the perfect choice for our school.

- Please complete these forms personally. Read it through first then answer all questions and make sure you sign and date where indicated on the final page.

- Attach a CV (Curriculum Vitae) containing any additional information and the names and contact details of two professional referees. If you include written references, please note that we may contact the writers of the reference.

- If you are shortlisted, we will ask you to provide copies of your qualifications. If successful in your application you need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license).

- If you are selected for an interview, you may bring whanau/support people at your expense. Please advise us if this is your intention.

- Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment terminated if any information is later found to be false.

- Short-listed applicants will be asked to give consent to a police vet. It is a requirement in the Education sector for all employees to be vetted.
    - 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 Children's 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.
    - 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, and, you did not serve a custodial sentence at any time, and, the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014, and, 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.

- All information will be confidential to the interview selection panel.

- This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

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

- If you have any queries, please contact the Principal.
  Applications close at 4pm on Monday 7th December 2026. Late applications will not be accepted.

APPLICATION FOR APPOINTMENT

TO: Principal, Fitzroy Primary School
POSITION: Classroom Teacher - Permanent Full Time Position - commencing T1 2027

PERSONAL DETAILS:

Name: _____	Home ph: _____
Address: _____	Work phone: _____
_____	Mob: _____
Citizenship: _____	Email: _____
Reg number: _____	

PRESENT EMPLOYER:

Name of employer: _____	Home ph: _____
Address: _____	Work phone: _____
_____	Mob: _____
Position held: _____	Email: _____
Date commenced: _____	

REFEREES:

1) Name: _____	Home ph: _____
Address: _____	Work phone: _____
_____	Mob: _____
	Email: _____
2) Name: _____	Home ph: _____
Address: _____	Work phone: _____
_____	Mob: _____
	Email: _____

TERTIARY EDUCATION QUALIFICATIONS

Institution attended:	Year:	Qualifications attained:	Date Awarded:

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?

Yes ☐

No ☐

If yes, please give details below:

_____

_____

Please tick:	YES	NO
Do you have any matters relating to yourself or previously before the Teaching/Education Council?		
Do you have a current New Zealand Drivers Licence?		
Do you give permission for your Police record to be checked?		
Have you changed your name by deed poll/statutory declaration? Other names known by: _____		

PRIVACY ACT 2020 (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 Fitzroy 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 teaching position at this school, and to meet our obligations under the Vulnerable Children's Act 2014.

Applicants 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 the 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.

'Applicants signature: _____ Date: _____