



Woodend

Primary School

TEACHER VACANCY

2025 APPLICATION PACK



Kia ora

Thank you for your interest in joining the team at Te Kura o Pakiaka Woodend School.

We are looking for a positive, responsive and engaging person to teach in our school.

This is a very special opportunity to join our whānau in a stunning school 20 min North of Christchurch.

We believe the **Culture** of our school is one of the special reasons our staff and students thrive.



We seek an enthusiastic and innovative teacher to join our team in 2025. Our vision is to create Learners 4 Life.

We are striving to achieve this through our cohesive, integrated and inspiring Woodend curriculum design. This has a strong focus on Student Inquiry, Literacy and Numeracy relationships.

The school roll is currently 520 students.

If you win the position you will be part of a team of pretty special staff. Te Kura o Pakiaka Woodend School is a wonderful place to work and we are known for our strong, positive and fun-loving school culture.

Our community is highly committed and positively involved in our school, and our Board is invested in making a difference for our tamariki and their learning and progress.

Please see the information about open sessions and the chance to meet our team. We highly encourage you to take these opportunities.

If you are an enthusiastic and innovative teacher with the talent, energy and passion to inspire, then we would love to hear from you

These positions would see you working and learning in dynamic learning spaces. You will benefit from the professional learning support and collegial relationships of others.

Nga mihi nui

Andrew Retallick
Principal

APPLICATION INFORMATION

The application process and the relevant documents are included in this pack and on our website:

1. Application form,
2. Information sessions and opportunities to meet
3. Application checklist
4. Recruitment process/timeline

**Applications Close Friday
23rd May**



FURTHER INFORMATION AND MEET/GREET

Our Team will be hosting General Information Sessions at the following dates/times.

- Monday 19th May - 3.45pm

Please complete [this form](#), so we know who is coming and can be prepared for numbers. During this session we will provide further information, go for a tour of the school, and also provide time for Q & A.

You will also have the opportunity to meet some of our current team and to chat to them. This will give you a sense of who we are, and whether you think our school would be a good “fit” for you. We highly encourage candidates to take this opportunity and look forward to hearing from you.

SCHOOL INFORMATION

Much of our information about Woodend School is online. We encourage you to view some of the following information.

Visit our Website and Facebook page.



WHAT ROLES DO WE HAVE?

- 1 Fixed Term teaching role - Covering Year 2-3 (Maternity Leave Cover - Term 3 & 4 2025)

HOW TO APPLY

Please submit the following information by the **Friday 23rd May**, via email to **office@woodend.school.nz**

1. Your letter of application
2. Your Curriculum Vitae
3. Your completed application form
4. Referee list



RECRUITMENT PROCESS TIMELINE

Advertising begins	5th May 2025
Information Sessions / Meet & Greets / Tour	Monday 19th May - 3:45pm
Applications close	Friday 23rd May 2025
Shortlisting	26th - 30th May 2025
Interviews	3rd - 6th June 2025
Positions appointed and advised	9th June 2025
Successful candidates	Term 3 - 14th July 2025

2025 APPLICATION CHECKLIST

Thank you again for your interest in our school. Please take the time to check your application before sending it to us. Check that you have:

1. Completed all sections of the Application Form
2. Included a Curriculum Vitae & Cover letter
3. Please send an electronic copy to **office@woodend.school.nz**

Please refer to the timeline for details of our deadlines. This is an incredible opportunity to be part of something special. Not only are we continuing to build a school, but we are also building a team! We look forward to hearing from you, and hopefully meeting you at one of our upcoming information sessions.

Yours sincerely,



Andrew Retallick
PRINCIPAL
Encl.



Job Description / Person Specification:

Woodend School Te Kura Tuatahi O Pakiaka

Kotahitanga (Team Player) / Rangatiratanga (Self Manager) – <i>Demonstrating the ability to respond appropriately as a group member and to make connections to others</i>	
Supports and models the school code of conduct and values at all times	Identifies and participates in learning opportunities as appropriate for personal development
Displays integrity and takes responsibility for own actions	Accepts and manages personal responses to change in a positive manner
Has high expectations of children whilst positively supports and assists them	Works collaboratively as a team member.
	Operates a culturally inclusive classroom
Understands the concept of work/ life balance	Is well organised
Mōhiotanga (Knowledge) / Auahatanga (Creativity) – <i>Using creative, critical and reflective processes to make sense of and question information experiences and ideas</i>	
Rangatiratanga (Self Manager) – <i>being responsible for the delivery of the work requirements and maintaining ethical standards</i>	
<ul style="list-style-type: none"> Accepts ownership for delivering to commitments Uses time productively Has a can do attitude Establishes systems, routines and methods for organising team and particular areas of responsibility to jobs to be done Plans and organises tasks on a day to day, week by week and term by term basis to achieve results 	<ul style="list-style-type: none"> Checks for agreement and approval before acting and seeks assistance when required Is aware of the effects of their words and attitudes have on others Maintains own well-being
Kotahitanga (Team Player) – <i>achieves objectives through working as part of a team, freely sharing knowledge and using others strengths.</i>	
<ul style="list-style-type: none"> Actively builds positive and productive working relationships Builds personal credibility with students, staff, visitors and parents Is approachable, open, non-defensive and transparent when dealing with others 	<ul style="list-style-type: none"> Shares relevant knowledge with others Accepts constructive criticism and learns from it Shares successes / accountability with others

Job purpose – The primary purpose of this position is to provide high quality teaching to students, maintaining their culture and programme in relation to our Woodend 7 Learning Principles. You will also follow the programme as set out by the Woodend School Curriculum. You are encouraged and supported to build strong relationships with the principal and other members of the leadership team and all other staff in the school as well as external customers, students and their whanau. Student learning and achievement is at the heart of all we do at Woodend School. Professional Growth Cycle has been developed by all staff and is linked to the NZ Teaching Council Code and Standards, Registered Teachers Criteria and the Leadership Capabilities.

Being part of the whole school team:

- Support the principal in their role of leading learning in a 21st century school and help build a collaborative respectful culture
- Participate and support the principal and colleagues in professional development meetings
- Live and model the school values
- Participate in any Teacher Only Days or call back days throughout the year (2- 3)
- Show initiative, wisdom and perseverance when working within your team
- Be prepared to seek feedback and feed forward on your effectiveness as a classroom teacher
- Be actively involved in a Professional Growth Cycle

Expectations of a classroom teacher at Woodend School

- Be a Team Player and demonstrate inclusiveness and respect to all members of staff, student body and the wider community.
- Dress for purpose - general tidy casual is what is expected
- Have a sense of humour and balance in one's personal and professional life
- Maintain the confidentiality of other staff members, children and parents at all times
- Avoid discussing confidential school matters during the process of decision making
- Speak as one voice when discussing school policies, processes and procedures
- Have high levels of ICT skills and a positive approach to upskilling
- Have an understanding and commitment to evidence based practice and follow our Pedagogy of Learning and Teaching
- Be committed to and have skills in mediation and Restorative Justice Practices and strategies
- Have high levels of oral communication skills on a one to one basis, groups of staff and students, and to larger community audiences
- Have an understanding and skills in research methodology
- Support staff to plan, organise and implement the NZ Curriculum and our Woodend School Localised Curriculum within a child centred environment.
- Understand the importance of, and have the skills to teach, higher level thinking skills.
- Be open, warm, and flexible in dealing with colleagues, students and community.
- Be willing to share and contribute at all levels of the school.
- Be punctual to class & meetings / PD etc



APPLICATION FOR EMPLOYMENT Woodend School

Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. 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.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. 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.
7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained 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 further offence within 7 consecutive years of being sentenced
 - you did not serve a custodial sentence at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
 - you have paid any fines or costs
8. 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.
9. 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](#).

Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

Woodend School

APPLICATION FORM

Circle One

Mr

Mrs

Ms

Miss

Or other preferred title:

Surname/Family Name

First Names (in full)

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Full Postal Address

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Contact Telephone Number

Private:

--

Educational Qualifications:

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

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Please tick the appropriate boxes:

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? <i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes	No
If "Yes" please detail:		

Have you ever received a police diversion for an offence?	Yes	No
If "Yes" please detail:		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes	No
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes	No
If "Yes" please state the nature of the conviction/cases pending:		
Have you been the subject of any concerns involving student safety?	Yes	No
If "Yes" please detail:		
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes	No
If "Yes", please elaborate:		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	Yes	No
If "Yes", please detail:		
Do you have a current New Zealand driver's licence?	Yes	No

Employment History

Please outline the most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. 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	Contact Details (organisation and address)	Phone (landline preferred)	Relationship (e.g. employer/principal)

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes	No
I authorise the Board, or nominated representative, permission to access any information held by the Teachers Council, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes	No

Signature:

Date

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