



ST JOSEPH'S
SCHOOL

Te Whakapono ki ngā Mahi / Faith in Action

Fixed Term Teacher Position 2026 Application Pack

Thank you for your interest in the fixed-term teaching position in the Year 3-4 team at St Joseph's School, Papanui. We hope you find this application package informative and useful.

Please find enclosed a Job Description including Person Specification and a Statement of Responsibilities, an Application form and an Equal Employment Opportunity form. Any applications that are received without the appropriate forms will not be considered.

When submitting your application, please ensure you include the following documentation:

- Application Form
- Equal Employment Opportunity Form
- Covering Letter
- Curriculum Vitae
- Certified copy of photo identification (passport or driver's license)
- S-Form (for applications who wish to be considered for the Special Character position).

Application Close: 13 November 2025

Position Commences Date: The position commences at the start of 2026

All applications must be sent to the following address: **applications@stjopapa.school.nz**

JOB DESCRIPTION SUMMARY

Employment Title:	Full-Time Teacher
Term:	Fixed-Term
Employment Agreement:	Primary Teachers' Collective Agreement (available)

Key Objectives

1. To provide high-quality learning opportunities for the students at St Joseph's School, Papanui.

Person Specifications

1. Holds a relevant teaching qualification and a current Registration Certificate.
2. An innovative and passionate teacher who enjoys assisting children to reach their full potential.
3. A collaborative-focused individual who enjoys working with a team of teachers.
4. Recent teaching experience in a New Zealand Primary School.
5. Excellent ICT skills that engage students and are used to communicate with the wider community.
6. A willingness to support and participate in the Special Catholic Character of the school.

Teaching Expectations

1. Has a passion for teaching and working with children to help them to realize their potential
2. Maintains an open and positive mindset that is focused on continual improvement
3. Enjoys working and collaboratively in a team.
4. Is creative, innovative, and engages learners by linking learning to the the world in which they live (Faith in Action)
5. Is committed to working with a team to deliver learning experiences as a collaboration.
6. Supports and participates in the Special Catholic Character of the school.

Specific responsibilities will be allocated on appointment. *A detailed Job Description and appropriate employment contract will be provided to the successful applicant when an offer of employment is made.*

SCHOOL DESCRIPTION

St Joseph's School is a state-integrated school for girls and boys from Year 1-8 offering an education with a special Catholic character. The special Catholic Character of our school is founded on our patron St Joseph and the Gospel Values which flows the educational philosophy of Catherine McAuley as gifted to us by the Sisters of Mercy.

We aim to enrich children's lives by nurturing personal dignity, respect for others, a sense of community, and the living of Gospel Values within the teachings of the Catholic Church. The Gospel Values of Faith, Love, Courage and Wisdom underpin the day to day activities.

St Joseph's School is a wonderful place to teach and learn. We strive to acknowledge the unique gifts of each individual and are committed to empowering every student to reach their full potential. Programmes are challenging, success – oriented and fulfilling. Our comprehensive learning programme ensures that students are equipped with the knowledge, skills, and attitudes to succeed in the future. We are committed to fostering confident, self-motivated, lifelong learners.

St Joseph's School is situated in the city of Christchurch, providing a Catholic Education to families in the northern suburbs of Belfast, Redwood, Northcote, Papanui, Casebrook, Bishopdale and Marshlands. The school's positive reputation and high expectations has created an ongoing demand on its student roll which is limited to 440 students.

The school is organized into four teams: Years 1-2, Years 3-4, Years 5-6, and Years 7-8. Each team consists of 4-6 teachers. We encourage teachers to work collaboratively to respond to the emerging needs of children

The leadership team consists of the Team Leaders, Director of Religious Studies, two Deputy Principal and Principal. St Joseph's School is also a member of the Christchurch Catholic Schools' Kahui Ako (Community of Learning) that includes nine Catholic primary schools and five Catholic high schools spread across the greater Christchurch area.

St Joseph's School is a well-resourced school situated on 10 acres of land that includes a football field, rugby field, cricket facilities, netball court, basketball court and three adventure playgrounds. School facilities also include: twenty classrooms, a library, and a hall. The school is currently working collaboratively with the parish to rebuild a church and new hall facility. When completed, this new complex will prove to be a valuable resource for the parish/school community.



APPLICATION FOR APPOINTMENT

Fixed-Term Teacher Position 2026

IMPORTANT NOTES FOR APPLICANT

Thank you for applying for the Full Time, Fixed Term Teacher position at St Joseph's School, Papanui.

1. Please fully complete this form personally. Read it through first 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 you include written references, please note that we may contact the writers of the references.
3. The school's selection panel also reserves the right to contact the applicant's past employers or colleagues to determine suitability for the position.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring whanau/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 the appointment being terminated if any information is later found to be false.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offense within 7 (consecutive) years of being sentenced for the offense **and**
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offense was not a specified offense (specified offenses are in the main sexual in nature) **and**
 - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

8. 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.

If you have any queries, please contact the Principal at Joseph's School, Papanui - 03 3528779

Applications close on 13 November 2025. Please send applications to applications@stjopapa.school.nz

Application Form

Please post or email to:

Application
St Joseph's School Papanui
4 Vagues Road
Christchurch 8052
or applications@stjopapa.school.nz

Position applying for

Please highlight the positions you would like to apply for

Kahikatea Year 3-4

Personal details

Surname				
Given names				
Preferred name				
Address				
Contact details	home		work	
	mobile		email	

Certificated Teacher Status

Certificated teacher		NZTC Registration No:
Provisionally certificated		NZTC Expiry Date:
Not certificated		MOE Number:

Current Teaching Position

School:	
Date appointed:	Position:
Can we contact your principal about this position?	
yes no	

Total certificated service

In permanent service	Years:	Terms:
In fixed-term service	Years:	Terms:

Educational Qualifications

Type of qualification

Date
received

Received from

Details of Training and Service:

Please include details of your work history for the last 5 years.

school

position

dates

class level

Please indicate any breaks in service and give reasons, e.g. overseas travel:

dates

reason for break

Professional Development - Please provide a summary of recent professional learning and development.

[illegible]

confirmation

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.	yes	no
	I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from the appointment, or if appointed, may be dismissed.	yes	no

2	I am currently registered to teach in New Zealand.	yes	no
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3	<p>In accordance with the Privacy Act, I authorise the board of trustees to:</p> <ul style="list-style-type: none"> · Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board · Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. · Contact the Teaching Council. 	yes	no
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4	student safety [Cross out the statement that doesn't apply to you] <ul style="list-style-type: none"> · I have never been the subject of a complaint about the safety of a student. · I have been the subject of a complaint about the safety of a student. <p><i>Please give dates and details:</i></p>		
5a	offenses against the law [Cross out the statements that don't apply to you] <ul style="list-style-type: none"> · I have never been convicted of an offense against the law (excluding minor traffic convictions). · I have no pending charges of an offense against the law. · I have been convicted of an offense against the law. <p><i>Please give dates and details:</i></p>		
5b	I have pending charges of an offense against the law. <i>Please give dates and details:</i>		

6	I know of no reason why I would not be suitable to work with children or young people.	true	false
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Applicant's signature

Date

referees

Please provide the names and contact details of the three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

referee's details

Full name				
Position				
Relationship to the applicant				
Contact details	private		work	
	mobile		email	

referee's details

Full name				
Position				
Relationship to the applicant				
Contact details	private		work	
	mobile		email	

referee's details

Full name				
Position				
Relationship to the applicant				
Contact details	private		work	
	mobile		email	

EEO FORM

Position: Fixed Term Teacher Position 2026

- A. The reason for collecting data from applicants and employees of the school include:
- Developing a profile on the range of people currently working at the school and the range of applicants applying for jobs.
 - Developing and monitoring an EEO action plan.
- B. The information is confidential and is gathered for statistical purposes only. It will be removed from your allocation when received and processed separately.
- C. The principal and the school secretary are the only people who will see the completed forms. The forms will be destroyed as soon as the data has been summarized and entered onto the personnel database.
- D. No Individual Equal Employment Opportunity records are kept in any form.
- E. The data is gathered and analyzed for EEO purposes only. A summary of the information is given to the Board of Trustees.
- F. The summary may also be used in the St Joseph's School Papanui annual report.
- G. Thank you for completing this form.

Gender: Male ☐ Female ☐

Ethnic Identity: NZ Maori ☐ NZ Pakeha ☐ Pacific Is ☐
Other (*Specify*)

Disability: Do you live with the effects of injury, long-term illness or disability/disabilities?
Yes ☐ No ☐

If you answered 'yes' in the question above, how does your injury, illness or disability affect you at work?

Movement ☐ Vision ☐ Heart ☐ Concentration ☐

Hearing ☐ Mental Health ☐ Speech ☐

Other (*specify*)

Do you need any aids or equipment or adaptations to your workplace to make your work easier or to improve your work performance? Yes ☐ No ☐

If YES, please specify

Training: In what country were you awarded your Teaching Qualification?

The following form only needs to be completed if the application is seeking employment for a special character position

SPECIAL CHARACTER POSITION FORM
Schedule 6, Clause 47, Education and Training Act 2020
(Previously – Education Act 1989, Section 464)

APPLICATION FOR A POSITION RELATED TO SPECIAL CHARACTER IN A CATHOLIC SCHOOL

A. POSITION BEING APPLIED FOR

Position: CI 47 (c): Other teaching position
School: St Joseph's School Papanui
Address: 4 Vagues Road, Christchurch, NZ

B. PERSONAL

First Names:
Surname:
Address:
Religion:
Telephone Number Day: Evening:
e-mail:

C. PARISH

1.0 Are you a member of a Catholic parish community? Yes No

If yes, name and address of parish:.....

2.0 Are you involved in parish ministry? (eg. Youth Ministry, Ministry of Word, Eucharist, Hospitality, Service, Liturgy) Yes No

If yes, name of Ministry or Service

D QUALIFICATIONS OR COURSES IN RELIGIOUS EDUCATION AND/OR THEOLOGY (See [Notes](#))

Qualification/Course Attended (Include your Certification for Teachers in Catholic Schools if applicable)	Institution and Year

3.0 If you are a beginning teacher, were you associated with a Catholic school as part of your practice teaching professional training? Yes No

If yes, name and address of school(s):

.....

E. PREVIOUS TEACHING EXPERIENCE RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL

Position	School	Year Level	From	To

F. OTHER QUALIFICATIONS & EXPERIENCE RELEVANT TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (See Notes)

G. CATHOLIC CHARACTER REFEREES Please provide three referees. At least one referee must be a priest, ethnic chaplain or lay pastoral leader who is familiar with your religious practice. (See [note](#) on referees.)

1	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			
2	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			

3	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			

I acknowledge and accept that the information I have supplied will be used by the Proprietor (Board of Trustees in secondary schools) in terms of Education and Training Act 2020, Schedule 6, CI 47 to assess my **acceptability** for the position as defined in the Act, and also by the Board of Trustees to determine my **suitability** for the position as defined in the Act. I have read the information in this document that explains acceptability.

Signed:..... Date: