



West End School
Scale A Teaching Position
(Fixed Term)
Application Pack
2025

Yr 1 Classroom Teacher
(Term 1 & 2 2026)

Monday 15 September 2025

Dear Applicant

Thank you for your interest in and enthusiasm for the position of Teacher at West End School commencing on the first day of Term 1, 2026. Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching, learning, and leadership approach.

This position requires the experience, qualifications, skills, knowledge and qualities associated with the teaching and learning of children who are accessing the NZ Curriculum.

Please include in your application the following:

- ❖ Covering letter - signed
- ❖ Signed Application Form – see below
- ❖ A CV or Portfolio – see below

We seek applicants who can demonstrate the following: Personal attributes required:

- ❖ Personal Values - Integrity; sense of humour; to be a “champion” and advocate for children and to place children first at all times; ability to foster and build positive relationships with children, parents and colleagues; effective communicator and active listener.

Professional attributes required:

- ❖ NZ registered, professional discretion, reflective inquiry and discussion, collective and collaborative obligation to colleagues, use evidence to inform professional practice, culturally responsive and inclusive teaching fostering active learning, problem seeker and solver, contributor and participator in the development of school- wide culture including strategic thinking and planning.
- ❖ Team work – active collaborative approach.

Documentation required:

- ❖ Completed Application Form – Form attached along with a job description and criteria for appraisal.
Please note that hardcopy only applications dated and with signature will be accepted along with completed proof of identity by an authorised person. If invited for interview, please bring 2 forms of pictorial identity eg. NZ Driver’s licence/passport/other
- ❖ C.V. or portfolio of work that can be verified and demonstrates your personal and professional passions, talents, qualifications, knowledge, skills and experiences in leading and teaching in one or more of the following areas that you believe would strengthen West End School by your appointment.
 - Recent successful teaching experience
 - Focus on students as active learners and the development of student agency for all learners including ORS/ children at risk of not achieving - using a flexible teaching pedagogy.
 - Successful experience of special needs teaching
 - Foundation literacy and numeracy and their integration with curriculum Inquiry/e-learning.
 - Formative teaching and assessment practices across the curriculum.
 - Te Reo me Tikanga Māori.

Process for Shortlisted Candidates: see timeline that follows school visit

Interview:

If you have any inquiries or would like to visit West End School please feel free to make an appointment Tony West: principal@westend.school.nz

Yours sincerely

Tony West

PRINCIPAL

Scale A Teacher - Fixed Term

Person Specification

Personal Qualities

- Professional
- Collaborative with excellent interpersonal skills
- Has integrity
- Gains respect from others
- Is innovative, highly motivated and has initiative
- Enjoys challenge and has a 'can-do' attitude
- Is reflective
- Highly organised
- Energetic
- Flexible
- Has a good sense of humour

Teaching and Learning Qualities

- Is an outstanding classroom practitioner
- Able to sustain excellent practice in an innovative learning environment
- Proven ability using e-tools in own and students learning
- Able to develop learning-centred classroom programmes
- Passionate about teaching and learning and has a thorough understanding of current approaches, including 21st century learning
- Sets high expectations for student achievement and behaviour
- Has exemplary formative assessment practice
- Able to personalise learning

Other Qualities

- Is a positive role model for students and the community
- Builds strong professional relationships with parents and caregivers
- Demonstrates strong personal commitment and is able to inspire others
- Able to develop positive relationships with staff and contribute positively to staff morale
- Will contribute to extra-curricular activities
- Demonstrates effective collaboration
- Is supportive of the Principal, Board of Trustees and the vision of the school
- Holds a current NZ Teachers Registration certificate

Application Information

Please apply in writing including the following information:

- Letter of application.
- Curriculum Vitae, including the contact details of 3 professional referees
- Completed application form addressing the person specifications

Application should be sent to:

Tony West
Confidential Application
West End School
196 College Street
Palmerston North

Please include a stamped self-addressed envelope for the return of your application.

Or email to
Tony West
principal@westend.school.nz

Expected Timeline

Events	Date	Notes
Position advertised	Monday 15 September 2025	
Applications close	Friday 3 October 2025 at 5pm.	Only applications posted that show a postal date of this date or earlier or applications delivered personally to the school office by this date will be accepted.
Position short listing	Monday 6 October 2024	Successful shortlisted applications contacted by phone. Unsuccessful applicants will have their CV returned if a self-addressed envelope for return has been provided otherwise these will be destroyed.
Interviews	Wed 8 October - Fri 10 October	When advised of date and time please notify your principal. Please arrive 10 minutes before your agreed time. If you require tour please let us know prior to this day so we can arrange for someone to show you around again for 20 minutes prior to the interview commencing
Interviewed Applicants Notified of decision	The weekend of the 11-12 October	Via email
Position commences	26 January 2026,	Successful applicant is required to be prepared and ready to commence teaching position prior to this date and to attend any meetings necessary to make this happen. This may occur in the holidays. Please ensure holidays are planned accordingly to allow for this to happen.

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a 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^[1] 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
- 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.
8. 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](#).

9. This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

APPLICATION FOR EMPLOYMENT

Position applied for Number	Location	Vacancy/Reference
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Tick one

Mr ☐

Mrs ☐

Ms ☐

Miss ☐

Or other preferred title: Click or tap here to enter text.

Surname/Family name	First names (in full)
Click or tap here to enter text.	Click or tap here to enter text.

Birth name (if applicable)

Click or tap here to enter text.

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

Click or tap here to enter text.

Full postal address

Click or tap here to enter text.

Email address

Click or tap here to enter text.

Contact telephone numbers

Personal:

Click or tap here to enter text.

Work:

Click or tap here to enter text.

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 ☐

If not, do you have resident status?

Yes ☐

No ☐

Have you ever had a criminal conviction?

Yes ☐ No ☐

If "Yes" please detail:

Click or tap here to enter text.

(A board may not employ or engage a children's worker who has been convicted of an offence specified in [Schedule 2 of the Children's Act 2014 unless they have an exemption](#). 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:

Click or tap here to enter text.

Have you ever been discharged without conviction for an offence?

Yes ☐ No ☐

☐

If "Yes" please detail:

Click or tap here to enter text.

Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a driving offence which resulted in <input type="checkbox"/> temporary or permanent loss of licence, or imprisonment? If "Yes" please detail: Click or tap here to enter text.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you awaiting sentencing, or do you have charges pending? <input type="checkbox"/> If "Yes" please state the nature of the conviction/cases pending: Click or tap here to enter text.	Yes <input type="checkbox"/> No <input type="checkbox"/>
In addition to other information provided are there any other factors <input type="checkbox"/> that we should know to assess your suitability for appointment, your suitability for work with children or your ability to do the job? If "Yes", please detail: Click or tap here to enter text.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of any concerns involving child safety? <input type="checkbox"/> If "Yes" please detail: Click or tap here to enter text.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any injury or medical condition that could impact <input type="checkbox"/> on your ability to perform this job effectively? If "Yes", please detail Click or tap here to enter text.	Yes <input type="checkbox"/> No <input type="checkbox"/>
For teaching/principal positions:	
Do you hold a current practising certificate from the Teaching Council No <input type="checkbox"/> of Aotearoa New Zealand?	Yes <input type="checkbox"/>

Please enter your registration number: Click or tap here to enter text.

Educational Qualifications

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
University	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details.

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
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Click or tap here to enter text.	to	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	to	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Referees

Please provide the names of three people who we can contact as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

Name	Organisation	Position/ Relationship	Phone (preferred)	Email
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria and person specifications we are seeking are stated in the position description. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

[illegible]

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm, in the terms of the Privacy Act 2020, that I have authorised access to referees so any enquiries deemed appropriate for determining my suitability for employment can be made.
- 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 [Click or tap here to enter date.](#)

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.