



Te Kura O Urumutu
West End School

West End School
Classroom release teacher
0.4FTTE (Fixed Term)
Application Pack
2026

Monday 10th Nov, 2025

Dear Applicant

Thank you for your interest in and enthusiasm for the position of 0.4 FTE Fixed Term classroom release Teacher at West End School commencing on February 2nd, 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 and also to support the development of programmes to meet the needs of children who need augmentation of learning programmes to meet their needs.

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: altruism, working smart, 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 schoolwide 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 the authorised person. If interviewed please bring 2 forms of pictorial identity eg. NZ Driver’s license/Passport/other
- ❖ C.V. or portfolio of work that can be verified which demonstrates your personal and professional passions, talents, qualifications, knowledge, skills and experiences. That is, leading and teaching in one or more of the following areas that you believe would strengthen West End School as a result of your appointment.

- Recent successful teaching experience
- Focus on students as Active Learners and the development of student agency for all learners including ORS/ ESOL/ children at risk of not achieving - using a flexible teaching pedagogy.
- 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

As part of the process we may visit you in your current setting.

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

We wish you well with your application.

Yours sincerely

Tony West

PRINCIPAL

0.4 FTTE CLASSROOM RELEASE 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, including preferred teaching level
- 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 10th November, 2025	
Applications close	Monday 17th November, 2025 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	Wednesday 19th, 2025	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.
Visit to successful shortlisted applicants in their school if possible and interviews	To be arranged	When advised of date and time please notify your principal. Please arrive 10 minutes before your agreed time. If you require a further 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
Position commences	2nd February, 2026 and concludes on December 11th 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

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 ☐ No ☐

Have you ever been convicted of a driving offence which resulted in Yes ☐ No ☐
☐
temporary or permanent loss of licence, or imprisonment?

If “Yes” please detail:

[Click or tap here to enter text.](#)

Are you awaiting sentencing, or do you have charges pending? Yes ☐ No ☐
☐

If “Yes” please state the nature of the conviction/cases pending:

[Click or tap here to enter text.](#)

In addition to other information provided are there any other factors Yes ☐ No ☐
☐
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.](#)

Have you ever been the subject of any concerns involving child safety? Yes ☐ No ☐
☐

If “Yes” please detail:

[Click or tap here to enter text.](#)

Are you aware of any injury or medical condition that could impact Yes ☐ No ☐
☐
on your ability to perform this job effectively?

If “Yes”, please detail

[Click or tap here to enter text.](#)

For teaching/principal positions:

Do you hold a current practising certificate from the Teaching Council Yes ☐
No ☐
of Aotearoa New Zealand?

Please enter your registration number: [Click or tap here to enter text.](#)

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.