Scale A Teacher Information & Application Pack

Advertisement

Permanent Scale A Teacher – Tell us your preferred level.

We seek a creative, critical, and curious kaiako who loves learning with children. Effective use of digital technologies, Assessment for Learning practices, and growing future focussed ākonga is paramount. We are a well-resourced school that is respectful of your mahi and dedication. We have engaged and positive people who love learning. Our supportive community value school and learning. We nurture lifelong learning and are committed to growing your resilience and independence. We are inclusive and value diversity. A great opportunity to join an experienced, caring, and collaborative team. Tell us your preferred year level! We encourage you to visit us to see if we are the right place for you.

The terms and conditions, including base salary, for this position is set by the *Primary Teachers' Collective Agreement*. The base salary for trained and registered teachers will range from $66 999 to $107 886, depending on applicant's qualifications and experience. Individual's actual base salary will be established by a salary assessment once a role is confirmed.

Applications close 12pm Monday 12th October 2026. Application packs are available via the school office phone 09 846 1359 or email executiveofficer@ptchev.school.nz or under Vacancies on www.ptchev.school.nz

Timeline

Position Advertised	
✓ Online via Education Gazette	16th September 2026
✓ School Website	16th September 2026
Applications close	12th October 2026 12.00pm
Short list meeting	12th October 2026
Short list applicants notified by	13th October 2026
Interviews	from Thursday 15th October
Confirmation of appointment by	26th October 2026
Anticipated start date	26th January 2027

Point Chevalier School | Rangi-mata-rau

A place where we feel culturally and socially empowered, connected to our kura - our Tūrangawaewae. Point Chevalier School | Rangi-mata-rau is our place in the world, our home, a foundation for the future

A place where...

WE LEARN | WE BELONG | WE PARTICIPATE



WE LEARN
He Tūranga Ako

We have ownership of what, why and how we learn with a clear focus on achievement and wellbeing

WE BELONG
He Tūrangawaewae

We are a community where connection and engagement thrive through our core values

WE PARTICIPATE
He Tūranga Kuhukuhu

We engage in a balanced curriculum journey that evolves with our needs and interests to prepare us for our future

OUR CORE VALUES

- Resilient & Independent
- Respectful
- Life-Long Learners
- Inclusive
- Engaged & Positive
- Creative, Critical & Curious

OUR ENVISIONED FUTURE

Point Chevalier School | Rangi-mata-rau is full of engaged, positive, and inspired students, teachers and staff. Respectful relationships exist at all levels. We have a strong sense of hauora (wellbeing). We are all reflective, self-regulated learners. We keep the learner at the centre of everything we do.

Teachers facilitate an environment where no one is afraid to take risks. Students know what and how they are learning, why, and how to be successful. Students take responsibility and ownership of this. They are prepared and have the skills for the next stage of their learning. They have an open mind towards new challenges that come their way.

Our students demonstrate a humble confidence. Resilience is actively taught and allowed to build. Everybody has a chance to speak and is listened to; student voice is cultivated and encouraged. Teachers adapt their practice to meet needs of individual students with a flexible curriculum that bends to the child. Our students have time to follow their own interests and develop their own passions. Teachers are role models for risk-taking. Our teachers show compassion, empathy, and an understanding of a child's struggle, demonstrating a willingness to support them through it. Above all else our teachers are creative, innovative, inspiring, adaptable and flexible.

Our school provides diverse opportunities and promotes an inclusive, integrated curriculum. We provide specialist programmes and ensure a balanced curriculum.

Our students know how to think and solve problems. We value lateral and critical thinking that generate alternative, outside-the-box ideas. We have confident and articulate individuals who have a strong sense of drive and identity. Students and teachers are free to positively challenge the status quo in order to promote progress and create their own future.

The Point Chevalier School | Rangi-mata-rau community has a collective responsibility for student achievement. We have a strong home, school and community partnership with clear, positive, and open communication. Our parents and caregivers have trust in our school's approach to learning and education.

Our students leave us as creative, forward thinking, empathetic, resilient individuals. They are able to analyse information, opinions and ideas with confidence and humility. They lead us into the future.

OUR SCHOOL

Point Chevalier School | Rangi-mata-rau is a large (U6) contributing Primary School. We will end 2026 with 665 students and a large staff of over 60. The school has had stable and effective leadership for several years.

Our school is committed to supporting our staff as they are our most valuable and treasured resource.

Supporting your Work Environment
Our grounds are wonderful. We have many mature trees lining our boundaries, shading our play areas, creating a native tree grove.

Trees have been added in recent years. Thousands of dollars have been spent in developing garden areas, under-planting existing trees and landscaping for beauty. We are very proud of our grounds as there is a space and place for any activity.

We have thirty-two classrooms and a number of small teaching spaces. We have a 25-metre swimming pool, have a music room, an outdoor Tiger Turf floodlit covered court, and a multipurpose technology / kitchen facility. Our auditorium seats 720 people and is a valuable centre for many cultural and performing arts activities. Our library is inviting and houses our teaching resources. We have recently refurbished our Year 5&6 learning spaces to allow for more collaboration.

We have a large staff lounge where people can relax and recharge. Te Whare Wānanga is where we meet as a staff once a week if needed. This is also a space for teacher release and learning.

We supply you with the tools of today so that you can work efficiently and effectively. We have numerous devices and will consolidate our approach to student owned devices each year. Each teacher has a laptop and an iPad supplied for their use.

Point Chevalier School | Rangi-mata-rau is well set up for learning and teaching.

Supporting your Health
Our School Board believes the staff is our greatest asset. Investing in quality staff is an investment in quality education. Having selected staff carefully, its next priority is to invest in the good health of that staff.

HIB, Hep. B, Measles and flu vaccines are fully funded. We run an Employee Assistance Programme through Vitae – this is open to all members of staff and covers the cost of 3 counselling sessions.

We also provide staff jackets to keep you dry and warm – and no you don't have to hand them back! We take your health seriously; we want you to be at your best.

Supporting Classroom Programmes

Each of our teachers belongs to one of six teams, with an appointed team leader. Each of our support staff belongs to a support staff team.

These teams meet regularly to plan team activities, classroom programmes, and grow their adaptive expertise.

Although each team is the 'home base' for support, the school has developed other very effective support structures. These include:

- A staffed school library and resource centre that supports teachers in everyday learning
- Te Reo Māori specialisation designed to help staff and students increase their understanding of Māori Language and Tikanga
- Music specialisation which allows teachers time for professional development in Music on a regular basis
- A student support facility. Although your students are your responsibility, our staff in student support have the knowledge and willingness to help our teachers with GATE, CWSN, CALD(ESOL) or children with individual learning needs

Supporting Professional Learning

We grow and develop leaders and learners. As a school we set aside a generous professional learning budget for the staff as well as a separate budget for the leadership team.

We chose the BSLA journey with year 0-3 and year 4-6. Professional learning like this takes time and we will take our time implementing the refreshed mathematics curriculum. We will develop our approach once the PLD is complete.

Our focus is on deepening our Assessment for Learning practices and we have a commitment to collaborative inquiry using the Kaiser and Halbert model of Inquiry Spirals. We have committed to working with Michael Absolum and Renae Kettle from Evaluation Associates to deepen our Assessment for learning capability over the next three years. The Senior Leadership Team are here to grow your leadership and support your journey.

Supporting Tertiary Study

Our Board wishes to assist teachers to achieve their goals of advancing their qualifications and thus also increasing their own personal salaries. Our Board has therefore agreed to pay 50% of the cost of all tertiary papers that lead towards an education diploma or a degree.

We set aside a budget to assist our staff. In addition to this financial assistance, our Board offers one day's study/exam leave per paper.

Support staff also need a high degree of training. To encourage this, where it is identified by the school leadership that a tertiary paper is necessary for the staff member to carry out the job, partial course fees may be granted to assist.

Supporting your Career

At Point Chevalier School | Rangi-mata-rau, we want our staff to grow professionally, feel valued in their work, and have opportunities to develop their skills and experience.

We recognise that people's careers develop in different ways. While we hope staff will enjoy being part of our school for many years, we also want the experience gained here to support whatever comes next. This includes opportunities to take on responsibility, develop leadership, strengthen professional practice, and build the experience and confidence needed for future roles.

We are committed to providing opportunities that build your capability and offer new challenges. Over the years, many staff have grown into leadership roles, both within our school and beyond, including as Team Leaders, Associate Principals and Principals. We are proud to support people as they develop and take the next steps in their careers.

Supporting the growth and career aspirations of our people is an important part of being a strong and supportive workplace.

Supporting You

Work is important, but so are the people we work alongside and the enjoyment we get from being part of a team. We want Point Chevalier School | Rangi-mata-rau to be a place where people enjoy coming to work, feel that they belong, and know that they are part of a community that values them as a person as well as for the work they do.

Schools are busy places and there will always be demanding days. Looking out for one another, sharing a laugh, stopping for a conversation and taking time to celebrate the good things all help make those busy days a little easier. We want warmth, humour and a sense of connection to be part of our workplace culture.

Throughout the year there are opportunities to get together socially, celebrate successes and milestones, welcome new people, farewell colleagues and simply enjoy each other's company. Some of these occasions are organised, while others happen more spontaneously. There is never an expectation that everyone will take part in everything. We recognise that people connect in different ways and have different commitments outside of school.

We also believe it is important to acknowledge the contribution people make. Whether it is a significant achievement, a birthday, a personal milestone, the completion of a particularly busy period, or simply something worth celebrating, we want to make space for those moments.

We work hard and our work carries significant responsibility, but that doesn't mean we need to take ourselves too seriously all of the time. Having fun, building friendships, supporting one another and sharing the occasional laugh all contribute to making Point Chevalier School | Rangi-mata-rau a positive and enjoyable place to work.

Ultimately, Supporting You is about recognising that a great workplace is about more than the work itself. It is about people, relationships, belonging and creating an environment where we can do good work while enjoying being part of the team.

PERSON SPECIFICATION

The primary concern for us is finding a special teacher, capable of developing enriching and engaging programmes for the students in their class and team. The following dimensions serve to flesh out our mental models of a special person, yet are by no means a complete picture.

Teaching and Learning

- ✓ Is an effective teacher committed to fostering powerful learning for all, using Assessment for Learning capabilities and approaches.
- ✓ Demonstrates expertise and has refined strategies to enable all learners to access the curriculum in order to maximise learning.
- ✓ Effectively, efficiently and thoughtfully uses a wide range of resources from a variety of sources to support learning for students.
- ✓ Is committed to using formative assessment as a 'backbone' for all learning.
- ✓ Has an ability to inspire and motivate students to reach and exceed their potential.
- ✓ Is willing to enrich and extend students and allow them to take their learning to where they want to go.
- ✓ Shows creativity in teaching and is not afraid to experiment at the fringe.
- ✓ Has a commitment to working alongside other teachers.
- ✓ Strength in using technology in every day learning.

Students and Community

- ✓ Possesses a kids first attitude
- ✓ Fosters positive relationships between the school and all sectors of the community.
- ✓ Takes an interest in the wider corporate life of the school.
- ✓ Acknowledges the importance of student, parent and teacher working toward a common goal.
- ✓ Actively contributes to the greater good of the school.

Commitment to Personal Learning

- ✓ Loves learning.
- ✓ Relishes challenge and action learns your way through confusion.
- ✓ Understands that there are a number of ways of doing things
- ✓ Passionate about life long learning
- ✓ Has an interest or area of passion away from the school setting.
- ✓ Shows to all that learning is fun
- ✓ Understands that no matter what you know it is your walk that talks.
- ✓ Understands that not knowing is just as powerful as knowing.
- ✓ Embraces creativity

APPLICATION: Scale A Teacher

This application form is to be completed and emailed with a letter of application and current brief curriculum vitae to:

Mr Stephen Lethbridge
c/o executiveofficer@ptchev.school.nz

Before 12:00pm on Monday 12th October 2026

Checklist…

☐ Application form completed

☐ **Brief** C.V enclosed

☐ Letter of Application enclosed (with the correct name of the school and principal)

Please Note
If shortlisted, you will be required to bring to your interview two original, current forms of identification: one document from Category A and one document from Category B. At least one of these documents must contain your photograph.

If the name on your documents differs from your current legal name, you will also need to provide appropriate evidence of your name change.

These documents will be sighted as part of the identity verification required under the Children's Act 2014. The school will separately verify your registration and current practising certificate through the Teaching Council of Aotearoa New Zealand online register.

Category A	Category B
New Zealand Passport	New Zealand Driver's Licence
A New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin	Kiwi Access Card Or 18+ Card that has not expired
New Zealand certificate of Identity (issued to people who have refugee status)	Community Services Card
New Zealand Refugee Travel Document	Super Gold Card
Emergency Travel Document	Veteran Super Gold Card
New Zealand Firearms License	Inland Revenue Number
Overseas Passport (with or without New Zealand Immigration Visa/Permit)	New Zealand issued utility bill, issued not more than 6 months earlier.
New Zealand full birth certificate issued on or after 1 January 1998 and carrying a unique identification number.	Electoral Roll Records
New Zealand Citizenship Certificate	

INFORMATION FOR APPLICANTS

Thank you for applying for a position at Point Chevalier School | Rangi-mata-rau. Please read the information below carefully and keep the person specification in mind when completing your application.

1. **Completing your application**
   Please complete all sections of the application form and ensure the information you provide is accurate and complete. Please sign and date the form where indicated.

   Providing false, misleading or incomplete information that is relevant to your suitability for the position may result in an offer of employment being withdrawn or, where employment has commenced, may result in employment processes being undertaken.

2. **Curriculum Vitae**
   Please attach a current curriculum vitae (CV) containing any additional information relevant to your application. Applications and supporting information from unsuccessful applicants will be securely disposed of once the recruitment process and any reasonable review period have concluded, unless we have your consent to retain your information for another purpose.

3. **Qualifications and Teaching Council Requirements**
   Applicants must hold the appropriate Teaching Council of Aotearoa New Zealand registration and a current practising certificate, or meet the requirements necessary for appointment to the position.

   Please provide details of your Teaching Council registration and practising certificate as part of your application. If you are the preferred candidate, we will verify your registration, practising certificate and relevant qualifications as part of the appointment process.

4. **References**
   Please provide the names and contact details of referees whom you authorise us to contact. Referees should be able to comment on your recent professional practice, experience and suitability for the position.

   We will not contact people who have not been nominated or authorised by you as referees without first seeking your consent.

5. **Interviews and Support People**
   If you are selected for an interview, you are welcome to bring whānau or other support people. Any costs associated with their attendance will be your responsibility. Please let us know in advance if you intend to bring support people so that appropriate arrangements can be made.

6. **Safety Checking**
   Point Chevalier School | Rangi-mata-rau is committed to the safety and wellbeing of children.

   Teaching positions are core children's worker roles and appointments are subject to the school completing the safety-checking requirements of the Children's Act 2014 and the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

   The safety-checking process includes confirmation of identity, consideration of relevant work history and professional information, referee checks and a risk assessment based on the information gathered during the recruitment process.

Police vetting of certificated teachers is undertaken by the Teaching Council of Aotearoa New Zealand. The school will verify the applicant's current practising certificate through the Teaching Council register as part of the appointment and safety-checking process.

Under the Children's Act 2014, a person convicted of a specified offence cannot be employed or engaged as a core children's worker unless they hold an exemption.

7. Privacy

Personal information provided as part of your application is collected for the purpose of assessing your suitability for employment at Point Chevalier School | Rangi-mata-rau, completing required recruitment and safety checks, and, if you are appointed, establishing and administering your employment.
Information will only be accessed or disclosed where this is necessary for the recruitment, appointment and safety-checking process, or where disclosure is otherwise required or permitted by law.

You have the right to request access to, and correction of, personal information held about you in accordance with the Privacy Act 2020.

Information collected during the recruitment process will be stored securely and retained only for as long as there is a lawful purpose for doing so.

If you have any questions about this application or the recruitment process, please contact the Principal of Point Chevalier School | Rangi-mata-rau.

Application for Permanent Scale A Teacher

	Teaching Level	☐ Year 1 – 2 ☐ Year 3 – 4 ☐ Year 5 - 6
Personal Details	Legal Surname	
	Legal First Name(s)	
	Preferred Name	
	Email	
	Mobile Phone	
	Teaching Council Registration Number	
	Practicing Certificate Expiry Date	
Current Employment	Current Employer / School	
	Current Position	
	Date Commenced	

Referees

Please provide three referees. At least one should be your current or most recent Principal or direct professional leader. Referees should be able to comment on your professional practice and suitability to work with children.

	Referee One	Referee Two	Referee Three
Name			
Position / Relationship			
Organisation			
Phone			
Email			

Tertiary Qualifications

Qualification	Date awarded	Institution

Employment History

Employment History – at least the previous 5 years

Employer / Organisation	Position	Date From	Date To

Professional Memberships

Teachers understand the need to be connected Note: PRTs may not have formal memberships

Professional Memberships / Networks	Your involvement or contribution

Self-Assessment

The position you are seeking requires specific knowledge, skills, attributes, and personal characteristics. These are stated in the person specification sheet in this application package. Please complete the following self-assessment. Please limit your responses to the space provided. Bullet points are acceptable.

If you have any questions about this section please contact the Principal, Stephen Lethbridge.

Teaching and Learning

Students and Community

Commitment to Personal Learning

Your Space

Be creative… This is your space

Optional Equal Opportunities Information

This information is collected for statistical and EEO monitoring purposes only. It is not provided to the appointments committee and will not be used in assessing your application.

Please tick one or two boxes that most clearly describe you			
NZ European / Pakeha		Māori	
Samoan		Tongan	
Cook Island		Other Pasifika	
Asian Ethnicity		Please state	
Other European		Please state	
Other Ethnic Group		Please state	

Other Information

Do you require any reasonable accommodations or adjustments to enable you to undertake the requirements of this position or participate fully in the recruitment process?

Yes ☐ No ☐

If yes, please give details on a separate sheet and attach to this application

Have you completed the Ministry of Education mandatory online module *Physical Restraint – Understanding the Rules and Guidelines*?	☐ Yes No ☐
Are you currently subject to any Teaching Council investigation, disciplinary process, condition, restriction or other matter that may be relevant to your suitability for this position? *If yes, please give details on a separate sheet and attach to this application*	☐ Yes No ☐
Are you legally entitled to work in New Zealand for the duration of this position?	☐ Yes No ☐
If your right to work is subject to visa conditions or an expiry date, please provide details:	
Have you previously been known by any other legal name(s)?	☐ Yes No ☐
If yes, other names known by:	

Privacy Act 2020

I understand that the personal information provided in this application will be collected, used, stored and disclosed for the purposes outlined in the **Information for Applicants** section of this application.
I authorise Point Chevalier School | Rangi-mata-rau, through its Appointments Committee or authorised representatives, to contact the referees I have nominated and to verify information relevant to my application, including my qualifications, employment history, Teaching Council registration and current practising certificate.
I understand that information gathered through the recruitment and safety-checking process will be used to assess my suitability for appointment and to work with children.
I understand that I have the right to request access to, and correction of, personal information held about me in accordance with the Privacy Act 2020.

Applicant's Signature ..... Date .....

Declaration

I declare that, to the best of my knowledge, the information provided in this application and my curriculum vitae is true, accurate and complete.

I confirm that I hold, or am eligible to hold, the Teaching Council registration and practising certificate required for this position.

I know of no information, other than information disclosed in this application, that would make me unsuitable to work with children or prevent me from meeting the requirements of this position.

I understand that providing false, misleading or materially incomplete information may affect my application or, if I am appointed, may result in appropriate employment processes being undertaken.

Applicant's Signature ..... Date .....