



CENTRAL NORMAL SCHOOL  
TE KURA TUATAHI O PAPAIOEA

— Whaka Kia Tutuki! - strive to your potential! —

# Central Normal School Application Pack: Classroom Teacher





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## COVERING LETTER

Kia ora!

Ngā mihi nui ki a koe! Thank you for expressing an interest in one of the teaching positions at our school. This is a fixed term position from 3 February 2025 - 16 December 2025 as we look to release our team leader from the class to undertake a special project.

We are proud of our unique and diverse school, where students and staff are incredibly well supported in a welcoming, positive and collegial team. This is a fantastic opportunity for you to join a dynamic, culturally rich and progressive school.

We are seeking passionate and dedicated teachers, who build effective and positive relationships with tamariki.

We are more than just a typical primary school, as we have a couple of areas that make us unique and diverse.

We have 6 Māori Immersion classes learning at Level 1 (Rumaki).

We are one of the only contributing primary schools in New Zealand to be a fund holder school for the provision of Special Education for ORS funded children.

We are also a Normal School, where we have a close relationship with Massey University to support graduate trainees on their journey to become a qualified teacher. We take great pride in being a Normal School, where our teachers are expected to demonstrate exemplary practice for our graduate trainees.

Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching and learning approach.

Attached is the application pack for the positions at our school. Should you have any further questions about the position or would like to make a time to visit our school, you are welcome to contact me on (06) 359 3337 or [principal@centralnormal.school.nz](mailto:principal@centralnormal.school.nz)

I look forward to hearing from you.

Ngā manaakitanga

Elly Warnock  
Principal



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## GAZETTE ADVERTISEMENT

**Classroom Teacher** No need to look any further - your ideal teaching position has become available! We are seeking extremely passionate and motivated teachers to join our highly collaborative and supportive team, where professional learning and development is prioritised to grow your teaching career. You will also be part of a kura whānau that collectively works to provide the best possible learning and pastoral programmes for our tamariki. The successful applicants will first and foremost build and develop highly effective and positive relationships with children. An awareness, understanding and commitment to being responsive to children's varied needs is highly desirable. The successful applicants will demonstrate a sound understanding of curriculum and effective pedagogy, with strengths and/or commitment to design rich, authentic learning and learning related to students' interests and passions. The position will begin at the start of Term 1, 2025. The Principal, Elly Warnock, welcomes your inquiries and/or visit.

Please send this application form, a covering letter and CV to Elly Warnock by 2pm 11 October, 2024.

## TIMELINE FOR APPOINTMENT

Positions advertised online	20 September 2024
Applications for positions close	11 October 2024
Shortlisting of applicants	14 October 2024
Interviews	Thursday 17 October 2024
Offer of appointment made/ Successful applicants notified	Thursday 17 October 2024
Position Commences	Term 1 2025 (Call back days from Mon. 27th January)



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## APPLICATION FOR APPOINTMENT

Thank you for applying for a position with our school. Please ensure your application includes the following:

- Completed application form
- Curriculum Vitae
- Covering letter (which includes the skills you will bring to enhance our kura)

All applications should be emailed to [principal@centralnormal.school.nz](mailto:principal@centralnormal.school.nz) with 'Confidential - Job Application - fixed term' in the subject line. We must receive this no later than 2pm on Friday 11 October, 2024.

Further information about our school can be found on our school website.

We look forward to receiving your application.

If you would like to speak about your application, you are welcome to make contact with me.

Ngā mihi nui

Elly Warnock  
Tumuaki  
Te Kura Tuatahi o Papaioea  
Central Normal School

## SOME NOTES TO SUPPORT YOUR APPLICATION

- Please complete this form personally. Ensure you answer all the questions and make sure you sign and date where indicated on the last page.
- Attach a curriculum vitae (CV) and a covering letter.
- If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
- Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
- All applicants will be required to give consent to a Police vet.
  - a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014, unless they obtain 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 states certain convictions do not have to be disclosed providing:
    - you have not committed any offence within 7 consecutive years of being sentenced for the offence
    - 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 Vulnerable Children 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.

- Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg: passport) and a secondary identity document (eg: New Zealand drivers licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
- This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.



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**APPLICATION FOR EMPLOYMENT: CLASSROOM TEACHER - Fixed Term**

Surname/Family name	First names (in full)	Pronouns

Are you known by any other name(s)? If yes, please provide details below

Yes  No

--

Full postal address

--

Email address

--

Mobile number

--

Qualifications

Teaching Qualification/s			
Awarding Institution/s			
Practising Certificate	Registration Number	Certification Category	Certification Expiry Date
Higher Teaching Qualification? (if yes, provide details)			

Present Employment	
Employer	
Position Held	
Time in position	

Employment History (VCA requirement, please complete for the last 5 years)				
Period worked (please state start and end date)		Employer's Name (or reason for employment gap)	Position held	Reason for leaving
Start date	End date			
	to			
	to			
	to			
	to			
	to			

## REFEREES

Please provide the names of three people who can act as referees for you. One of these should be your current or most recent employer. If you have included written references from people other than those listed below, please note that we may contact the writers of those references.

Name	Organisation	Position/Relationship	Contact Number

## IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

Please tick the appropriate boxes

<b>Immigration information</b> Are you a New Zealand citizen?  If not, do you have resident status, or  A current work permit	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you ever had a criminal conviction?</b> If Yes, please provide detail:     <i>A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you ever received a police diversion for an offence?</b> If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you ever been discharged without a conviction for an offence?</b> If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have a current New Zealand Driver's Licence</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you ever been convicted of a driving offence which resulted in a temporary or permanent loss of licence, or imprisonment?</b> If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are you awaiting sentencing or do you have charges pending?</b> If Yes, please state the nature of the conviction/cases pending:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job?</b> If Yes, please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>



<p><b>Have you ever been the subject of any concerns involving child safety?</b> If Yes, please detail:</p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
<p><b>Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, which the tasks of this position may aggravate or contribute to?</b> If Yes, please detail:</p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>

**DECLARATION**

- The information I have supplied in this application is true and correct.
- I agree that the Central Normal School Board of Trustees, or a representative, may contact the persons names as referees to provide references and to make inquiries of others as necessary to further this application. I agree that this may also mean contacting any people who aren't named in a reference that I have submitted within my CV.
- The information given in this application is confidential and will only be used for the purpose of this application. I understand that I can have access to this information upon written request.
- 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 dismissal.

**Signature:**

**Date:**