

**Scale A – Permanent 2026 Special Character Position**

**Year level**

**Either Yr 1, or Yr 2 or Yr 3 or Yr 6. Please state your preference/s in the covering letter**

Application Pack

July 2025

Dear Applicant

Thank you for your interest in the permanent teaching position at St Patrick’s Primary School Kilbirnie, Wellington. This is a Special Character position.

As such you will be expected to take part in Religious Instruction appropriate to the Special Character of the school (Clause 47, Schedule 6 of the Education and Training Act 2020). A definition of “Religious Instruction” is provided at schedule two of the letter of offer of employment.

Support and uphold the school’s “special character” as defined in the school’s integration agreement and meet the expectations outlined in schedule one of the letter of offer of employment and THE EMPLOYMENT SECTION of the Handbook for Boards of Trustees, Principals and Staff of New Zealand Catholic Integrated Schools.

Please find enclosed:

● Job Description including Person Specification and a Statement of Responsibilities

● Application Form

● St Patrick’s Primary School Quality Practice

● NZCEO Code of Ethics

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

● Covering Letter

● Application Form

● Curriculum Vitae

● Certified copy of photo identification (passport or driver’s license)

**Application Closes**: 12:00 noon Monday 4 August 2025

**Position Commences Date**: January 27 2026

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

**The timeframe for this appointment is as follows**:

July Position advertised online in NZ Gazette

August 4 Applications close

August 11 - 14 Interviews held

We look forward to receiving your application before August 4 2025

Ngā mihi,

Tony Kelly-Smith

PRINCIPAL

**JOB DESCRIPTION SUMMARY**

**Employment Title**: Permanent Special Character:

Start Date 27 January 2026

**Employment Agreement**: Primary Teachers’ Collective Agreement

**Key Objectives**

To provide high-quality learning opportunities for the students at St Patrick’s Primary School

Kilbirnie.

**Person Specifications**

**Is approved by the Arch Diocese of Wellington as meeting the requirements for a special character position**

Holds a relevant teaching qualification and a current Registration Certificate.

Enjoys working independently and collaboratively as a team.

Recent teaching experience in a New Zealand Primary School.

Maintains an open and positive mindset that is focused on continual improvement.

A willingness and ability to take part in religious instruction appropriate to our special character.

Is an effective and confident communicator.

Is eligible to work in New Zealand.

**Teaching Expectations**

Is willing to teach across all levels of our school.

Has a passion for teaching and working with children to help them to realize their potential.

Is creative, innovative, and engages learners by linking learning to the world in which they live - (Faith in Action).

Develops and maintains an attractive room environment which facilitates learning.

Demonstrates the ability to cater for individual needs of children within the class programme.

Demonstrates the ability to integrate inquiry learning and Digital Technology into the classroom programme.

Able to manage challenging behaviour positively and effectively.

Willingness and ability to support the wider school organization and extracurricular activities.

Supportive of and participates in the Special Catholic Character of the school.

Demonstrates an ability to bring and share special interests and talents to enhance the culture of the school.

Is committed to working in a team to deliver learning experiences as a collaboration.

Committed to meeting St Benedict’s School Quality Practice -Standards for the Teaching Profession

Specific responsibilities may 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.

**St Patrick’s Primary School Profile**

**Type of School**

St Patrick’s Primary School, Childers Tce Kilbirnie, Wellington is an Integrated Full Primary School.

It is a Roman Catholic Primary School for boys and girls from Year 1 to Year 8, offering an

education with a Special Character.

**School Grading**

St Patrick’s Primary School is a U3 -Integrated Catholic Contributing School. It has a maximum roll of 125 children. Anticipated starting roll of 131 in 2026.

**Our School**

The school is a Roman Catholic School in which the whole community, through the school programme, exercises the right to live and teach the values of Jesus Christ.

At St Patrick’s Primary School, our Catholic faith is central to school life, guiding our daily prayers, Religious Education, and liturgies shared with the Holy Trinity parish. This foundation influences how we treat one another, fostering a positive and supportive community.

We emphasize 5 of the Values from our founding order ‘Mercy Sisters’…Aroha, Respect, Resilience, Social Justice and Unity.

St Patrick’s is a nurturing place to teach and learn, where we celebrate the unique gifts of each student and support them in reaching their full potential. Our motto, "Together in Faith and Learning," reflects our vision of building strong foundations through Catholic values and family partnerships, empowering students to become their best, both now and in the future.

**A Committed, Dynamic and Experienced Kaimahi /Staff**

The success of our school lies in the dynamic tamaiti (child) -kaiako (teachers) relationship.

We are very fortunate to have an experienced and dedicated team of kaiako (teachers),

awhina Kaiako (teaching assistants) and kaimahi (staff). Over the course of a year our kura

offers a range of extra-curricular camp, day trips, sports and events to nurture the holistic development of all tamariki.

**Our Curriculum**

Along with The New Zealand Curriculum Framework covering eight defined learning areas,

we also follow the comprehensive Religious Education Programme for Catholic Schools in

Aotearoa.

Our all-encompassing programmes combine nurture of the individual with engaging learning

experiences. This allows us to support and meet the holistic needs of all students at each

stage of their development.

**Our Tamariki**

Our students are happy, polite, enthusiastic and motivated to learn. They are the jewel in our

crown and as such make us proud when achieving highly in academic, sporting and cultural

activities. We take advantage of a plethora of opportunities which allow our students to further develop and foster a love of learning.

At St Patrick’s our students are committed to participating fully in the life of the School. We

are confident that when it’s time to leave our school, our students go on to secondary schools well equipped for the challenges that lie ahead, and with a passion for lifelong learning.

**Whanaungatanga**

At St Patrick’s, we’re lucky to have such supportive parents, and we see them as

key partners in our students’ learning journey. We look for opportunities to involve parents

and make them part of the experience.

Building a strong sense of community and belonging is central to what we do. We know that

positive relationships are the foundation for student success, and we work hard to be

inclusive and active members of our community.

**School Board**

We’re fortunate to have a dedicated and passionate School Board whose diverse skills and

collaborative approach are key to helping our school grow and improve.

**APPLICATION FOR APPOINTMENT**

Permanent Teacher 2026 Due to teacher leaving to another town.

**IMPORTANT NOTES FOR APPLICANT**

Please fully complete this form personally. Read it through first then answer all questions and

make sure you sign and date where indicated.

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.

The school’s selection panel also reserves the right to contact the applicant’s past employers or colleagues to determine suitability for the position.

Copies only of qualification certificates should be attached. If successful with your application, you will be required to provide originals as proof of qualifications.

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.

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.

Noncustodial 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.

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 St Patrick’s School - 04 3873370.

Applications close at 12:00 pm on Friday 25th October 2024. Please send applications to:

[principal@spps.school.nz](mailto:principal@spps.school.nz)

**Position applying for: Permanent Teaching Position 2026**

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| --- | --- |
| Personal |  |
| Details |  |
| Surname |  |
| Given names |  |
| Preferred name |  |
| Address |  |
| Contact Details Home |  |
| Contact Details 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  Terms Years |  |
| In fixed term service  Terms Years |  |

**Educational Qualifications**

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| --- | --- | --- |
| Type of Qualifications | Date Received | Received from |
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**Details of Training & Service**

Please include details of your work history over the past 5 years

School Position Dates Class level

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

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| --- | --- | --- |
| Year | Work Type | Position Held/Description/Title |
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**Professional Development** - Please provide a summary of recent professional learning and development.

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| --- | --- | --- |
| When | | What |
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**Confirmation**

1. I certify that the information given in this application is, to the best of my knowledge, true and correct. Yes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Initial)

I understand that the claims made in my application may be checked.

Yes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Initial)

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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Initial)

1. I am currently registered to teach in New Zealand. Yes No
2. In accordance with the Privacy Act, I authorize the board of trustees to:

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.

1. **Student safety** [Cross out the statement that **doesn’t** apply to you].

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.

Please give dates and details:

1. **Offenses against the law**

[Cross out the statements that don’t apply to you]·

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.

Please give dates and details:

1. I have pending charges of an offense against the law.

Please give dates and details:

1. I know of no reason why I would not be suitable to work with children or young people. True False

………………………………………………………………………………………………………………………….

Applicants Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referees

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| **Referees’ Details** | | |
| Full Name |  |  |
| Position |  |  |
| Relationship to the applicant |  |  |
| Contact Details |  | |
| Phone | Home | Work |
| Email | Home | Work |

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| **Referees’ Details** | | |
| Full Name |  |  |
| Position |  |  |
| Relationship to the applicant |  |  |
| Contact Details |  | |
| Phone | Home | Work |
| Email | Home | Work |

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| **Referees’ Details** | | |
| Full Name |  |  |
| Position |  |  |
| Relationship to the applicant |  |  |
| Contact Details |  | |
| Phone | Home | Work |
| Email | Home | Work |

I acknowledge and accept that the information I have supplied will be used by the Proprietor 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: ………………………………….

# 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

### POSITION BEING APPLIED FOR

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| **Position:** Scale A Permanent | | |
| Cl 47 (c): Other teaching position |  |  |
| School: St Patrick’s Primary School Kilbirnie Wellington | | |
| Address: 5 Childers Tce Kilbirnie Wellington 6022 | | |
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### PERSONAL

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| --- |
| 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](https://www.nzceohandbook.org.nz/wp-content/uploads/2020/09/Employment-Fact-Sheet-9a-Notes-for-CI-47-Form.pdf))

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| --- | --- |
| Qualification/Course Attended  (Include your Certification for Teachers in Catholic Schools if applicable) | Institution and Year |
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Duplicate and attach relevant CV material or certificates etc as appropriate.

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):

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

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| --- | --- | --- | --- | --- |
| Position | School | Year Level | From | To |
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### OTHER QUALIFICATIONS & EXPERIENCE RELEVANT TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (See Notes)

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**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](https://www.nzceohandbook.org.nz/wp-content/uploads/2020/09/Employment-Fact-Sheet-9a-Notes-for-CI-47-Form.pdf) on referees.)

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

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| **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: ………………………………….

