



Introductory letter for applicants

Thank you for expressing an interest in one of the fixed term positions at Waitākere Primary School. These positions are fixed term due to staff maternity and refreshment leave. We are looking for a teacher who has the ability to work collaboratively, with excellent teaching practices.

Waitākere is a semi-rural community 25 minutes from the centre of Auckland City. Our children come from Bethell's Beach, Waitākere Township and surrounding farms or lifestyle blocks. The school has a roll of 440 with 22 classrooms, a library/information centre and a community funded school hall. Our school is well maintained and well-resourced with attractive gardens and a 25-metre swimming pool.

All our students receive a well-rounded, balanced and high-quality education. Our teachers are high performing professionals who enjoy a collaborative team approach and collegiality is evident in our school and wider community. We have an active PTA, Runanga, and supportive Board.

We pride ourselves on our strong values driven culture which underpins everything we do alongside our Pūtaki: Ehara Mo Matou Anake (Not for Ourselves Alone).

Our Waitākere Way promotes our key values of Manaakitanga (Respect), Haepapatanga (Responsibility), Manawaroa (Resilience)

Timeline for the appointment of the Fixed Term Positions of Waitākere Primary School	
Gazette Advertisement	7 th October
Closing date for applications	17 th October
Short listing and shortlisted applicant notification	20 th October
Interviews	22 nd October
Appointment confirmed	24 th October
Successful applicant takes up position	January 2026

We look forward to receiving your application.



10 BETHELLS RD
WAITAKERE
Auckland

PHONE 810-9607

APPLICATION PACKAGE FOR SCALE A POSITION

Thank you for your interest in applying for the fixed term Scale A positions at our school. In your application letter please state the area you would be interested in teaching in and your curriculum strengths. I trust the enclosed information will be helpful.

APPOINTMENT TIMETABLE

17th October 2025	Applications close C.V's read by Appointments Subcommittee as they are received and interviews arranged immediately, for suitable applicant. Referees contacted prior to interview.
22nd October 2025	Interviews completed and decisions made.

Successful applicants will take up appointment Term 1 2026

INFORMATION TO BE SUPPLIED BY APPLICANT

Letter of application
A curriculum vitae (with self addressed, stamped return envelope)
Completed application form (attached)
E.E.O. data form (attached)
Declaration allowing release of information

INFORMATION IN THIS PACKAGE

Person Specifications for appointment
Application form
E.E.O. form
Dress Code for Waitakere Primary School

CONFIDENTIALITY

All information will be treated in accordance with the Privacy Act.

Applicants are invited to visit our school website to learn more about our school.

www.waitakereprimary.school.nz



POSITION TO BE FILLED

PERSON SPECIFICATIONS

The successful applicant should have:

- A willingness to work as part of a team
- A positive warm personality with excellent communication skills
- A passion and enthusiasm for teaching and learning
- An in-depth knowledge of the New Zealand curriculum including current numeracy and literacy practices
- Evidence of successful teaching in the specified area of the school
- A range of effective behaviour strategies
- A knowledge of and willingness to share expertise
- A sense of humour
- Initiative
- A commitment to professional development
- Active listening skills
- Experience in teaching using an inquiry model
- A knowledge of experience in using Assessment for Learning strategies
- Strength in Te Reo and willingness to assist in the development of Te Reo across the school an advantage

The successful applicant should enjoy:

- Working with children
- Being part of a semi rural environment
- Participating in school wide activities
- Contributing ideas and taking a lead in a team
- Creating an attractive and interactive classroom environment
- Working in a collaborative learning environment



APPLICATION FORM FOR TEACHING POSITION

PERSONAL DETAILS

NAME

ADDRESS

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.....

CONTACT PHONE NO. WORK..... HOME.....

GENDER: Female/male

TEACHER REGISTRATION NUMBER

Attach evidence of current registration.

EXPIRY DATE

TEACHING EXPERIENCE

OTHER RELEVANT EXPERIENCE (Show dates)

QUALIFICATIONS (Educational and other relevant qualifications. Please show date attained)

SUITABILITY FOR POSITION

COMMUNITY INVOLVEMENT

CONVICTIONS AGAINST THE LAW

Have you ever been convicted of any offences against the law? **Yes/No**

If yes please enclose details

REFEREES (Please supply names and contact details for 3 people who may be contacted to give references for you. They should be professional educators.)

I give permission for the for the Board of Trustees of Waitakere Primary to gather information from any person or any organisation that the Board deems necessary in relation to the job description and person specification.

Signed _____ Date _____

I do not give my permission for the above for the following reasons.

CONFIRMATION

I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.

Applicant's signature. _____



E.E.O. DATA

1. The data will be used to establish a profile of the range of people currently working in the school and the range of applicants currently applying for positions.
2. The Data will provide a basis for the planning and development of the school's EEO programme.

Name
Gender
Date of Birth
Ethnic Origin

New Zealand European/Pakeha	New Zealand Maori
Samoa	Cook Island Maori
Tongan	Chinese
Indian	Niuean
Tokelauan	Fijian
Other European (such as British, Australian, Scottish, Dutch)	

Other
(Please state)

DISABILITY/DISABILITIES

1. Do you live with effects of injury, long-term illness or disability/disabilities?
Yes / No

2. Does your disability/injury illness affect your:
(Tick all that apply)

Movement	Vision
Respiration/breathing	Hearing
Speech	Emotional/Mental health
Concentration	
Other
	(Please specify)

3. Do you require any technical aides, equipment or adaptations to your work place, to make you work easier or to increase your work performance?

Yes No If yes, please provide more information.

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DRESS CODE FOR WAITAKERE PRIMARY SCHOOL STAFF

Staff at Waitakere Primary School acknowledge the importance of a high standard of dress for several reasons, three of which being:

- To be positive role models for our students
- To be seen as professionals by our community
- To be sun safe

An appropriate standard of dress is necessary at all times. We will dress to the conditions of our teaching whether it be on camps, school trips, formal occasions or classroom teaching.

We deem appropriate dress as:

- Clean, tidy and sun safe at all times

GUIDELINES:

- A modest neckline
- A modest hemline
- No Midriff showing or exposure of skin around the belly button
- No see through clothing (seeing skin)
- No offensive writing or symbols on any clothing.
- Sleeved shirts to be worn by male staff members
- Moderate length shorts (mid thigh or longer)
- No visible offensive tattoos
- No excessive piercings other than earrings or for religious beliefs
- No singlets or narrow strapped tops
- Shoulders, neck covered when outside

At all times the Principal reserves judgement on what's deemed appropriate clothing and will advise where necessary.

It is required that new staff and relievers read this document and become familiar with it prior to starting at Waitakere Primary School.