



KNIGHTON NORMAL SCHOOL

Full time, Permanent Teacher Position

Specialist Literacy Teacher

Application and Information Pack

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“Engaging, Enriching, Evolving”



Full time Permanent Teacher Position

Commencing 2026

The following is the timeline for the permanent teaching position at Knighton Normal School. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeframe for the Teaching Position at Knighton Normal School	
Education Gazette Advertisement	On line
Application closing date	4pm, Friday 10th October 2025
Interviews (if needed)	From Monday 13th October 2025



Wednesday 17th September 2025

Dear Applicant,

Thank you for showing interest in applying for our position advertised in the Education Gazette. Knighton Normal School is a great place to work.

The Board of Trustees is seeking an enthusiastic, highly competent literacy specialist who is committed to assisting each child attain their potential.

The appointee will be expected to lead our literacy intervention programmes throughout the school.

Knighton Normal School is a large, diverse school situated near the University of Waikato. We are seeking to add to our highly effective, caring team so that we can continue to provide high quality education for our learners.

We are looking for a teacher who embraces diversity, who is resilient, is a team player, reflective of their practice, and understands the significance of teaching in a Normal School.

Proven experience teaching structured literacy is essential.

We have one permanent position available.

Applications need to be emailed to: **applications@kns.ac.nz**

If you have any questions, please direct these to:

Andrew Campbell

Principal

Knighton Normal School

Ph: 07 856 5399

applications@kns.ac.nz

Please ensure that your **covering letter** addresses the **person specification criteria** as well as the **key aspects for the job description**.

We understand that you may not be able to meet every criterion we have highlighted in this pack, but we would be interested in what attitudes, skills and knowledge you can offer to our school.

Applicants are welcome to visit the school. If you wish to make an appointment, please contact the school office to arrange a convenient time. Our phone number is 07 856 5399.



Please ensure your two referees are aware they have been nominated and that you have authorised them to disclose information about you to the Board for the purpose of determining your suitability for the advertised position should we choose to contact them. Referees may be contacted during the shortlist process. The Board may also make inquiries to previous employers, or other persons deemed necessary to satisfy the Board as to the suitability of the applicant. The Board of Trustees will hold this application form and supporting documentation in the strictest confidence.

Good luck with your application.

Yours sincerely
Andrew Campbell - Principal

Knighton Normal School's Literacy Centre

The Literacy Centre provides **targeted intervention programs** for students in years 2-6 who struggle with reading. The centre is staffed by **qualified teachers** (funded by the Ministry of Education's Structured Literacy Staffing) **and learning assistants** who deliver **highly structured, 30-minute sessions** focusing on **explicitly teaching decoding and encoding skills**—the fundamental building blocks of reading and writing.

Our Approach

Our programs are designed to **supplement classroom learning**, offering additional support to students who need it most. In 2025, we are assisting **65 students** with a curriculum tailored to their needs. Starting in 2026, we will also extend our support to students identified as **Tier 3** based on 40-week phonics checks, ensuring timely and effective intervention.

Resources and Environment

We are a **well-resourced, positive teaching space** that promotes both guided instruction and independent learning. Our resources include a wide range of materials to cater to diverse learning needs.



Position Breakdown:

- Open to experienced literacy teachers.

The appointee will have:

- **Experience:** A background in teaching a structured literacy programme and/or a relevant qualification. You should have experience teaching in the early stages of literacy.
- **Knowledge:** A deep knowledge of the stages of literacy development, and a strong understanding of different learning styles.
- **Personal Skills:** The ability to build strong, positive relationships with students, parents, and teachers. You must be able to create a safe, nurturing environment where children can thrive and experience success. A willingness and enthusiasm for your own professional development is essential.

As a teacher at Knighton Normal, it is assumed that you:

- are supportive of the school, its organisation, our students and each other
- are committed to te reo and tikanga Māori programmes and Tātaiako
- will follow and implement all school policies
- recognise the need to develop and maintain high quality literacy intervention programmes
- are keen to reflect on your practice and to grow professionally
- will develop effective systems for planning and preparation that ensures the individual needs of children are met
- will follow any MoE mandates and expectations
- are willing to participate in the life of our school.

Key Tasks from Specialist Literacy Teacher Job Description

Key Responsibilities

- **Lead and coordinate the Literacy Centre programmes and team.**
- **Assessment and Planning:** Conduct comprehensive assessments to identify student needs, develop targeted learning goals, and create a master timetable for all literacy programs.
- **Team Leadership:** Organise, plan, and provide professional development for the literacy centre team. You will train new staff and monitor the progress of students working with learning assistants.
- **Program and Resource Management:** Oversee the center's resources, manage the budget, and maintain online program licenses. Ensure all programs align with the most current curriculum changes.
- **Collaboration and Communication:** Serve as a key liaison for teachers, parents, and staff. You will provide in-classroom coaching and modeling, offer professional development to the wider team, and be a primary point of contact for parent support.
- **Data and Reporting:** Maintain real-time online data on student goals and progress. You will also be responsible for compiling and submitting an annual report to the Board of Trustees.

Please note that this would be the basis for the starting point of the position. The final Job Description will be negotiated with the successful applicant and take into account their areas of strength and teaching experience.

APPLICATION FORM: Full-time Permanent Position 2026

Applicants are asked to please complete the information sheet below and include this with your **Curriculum Vitae and a covering letter**. You are welcome to include any other relevant details to support your application.

POSITION: Full Time Permanent Position:

SEND TO: email: applications@kns.ac.nz

WITH: Curriculum Vitae + Covering Letter including suitability for position.

BY: 4:00pm Friday 10th October 2025

PERSONAL DETAILS:

NAME:

PHONE NUMBER:

ADDRESS:

EMAIL:

YEAR OF CERTIFICATION:

REGISTRATION NUMBER:

REGISTRATION TYPE: Full & Current ☐

Provisional ☐

CURRENT POSITION:

School:

Position held:

Length of time in position:

PREVIOUS EMPLOYMENT EXPERIENCE: (most recent first) Only complete if these are not listed in your CV.

Position	Employer	Date Begun	Date Ceased

REFEREE DETAILS: Only complete if these are not listed in your CV.

1. Referee Name:

Email address:

Phone Number:

Home:

Work:

Relationship to you:

2. Referee Name:

Email address:

Phone Number:

Home:

Work:

Relationship to you:

DECLARATION:

Please read the following statement and, if you agree to it, sign below.

YES/NO

If you have answered “YES” please provide the date and details of the offence, or other reasons together with any comments you may wish to make.

MEDICAL QUESTIONNAIRE:

Do you have any other medical conditions that may affect your ability to effectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to by the functions and responsibilities of employment?

YES/NO

If you have answered “YES” to the above question, please specify health problems or disabilities below.

CONFIRMATION:

I certify that I am a current **registered teacher** and that the information given in this application, and in my C.V. is correct and verifiable.

Applicant’s Signature:

Date:

In accordance with the Privacy Act 1993, I give consent for the Knighton Normal School Appointments Team to make enquiries from the referees listed in the application and give consent to the referees making such information available. Furthermore, I also give consent to make enquiries of past or present employers, colleagues, NZ Teachers Council or equivalent overseas professional body or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason why you should not be employed to work in a school environment?

PLEASE SUBMIT:

- A. The Application Form**
- B. Your Curriculum Vitae with the names and contact details of three referees**
- C. Covering Letter**