



KNIGHTON NORMAL SCHOOL

Full time, Permanent Teacher Position Y2/3

Scale A

Application and Information Pack

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“Engaging, Enriching, Evolving”

Full time, Permanent Position Y2/3

Scale A

The following is the timeline for the full time, 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, Wednesday 5th November 2025
Short listing and interviews	From 10th November 2025
Start date	Beginning of Term 1 2026



Monday 20th October 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 classroom teacher who is committed to assisting each child attain their potential.

The successful applicant will be expected to work as a member of a dynamic Year 2/3 teaching team who work together with the community in providing quality education for the children of Knighton.

Knighton Normal School is a large, diverse school situated next to 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 understand the significance of teaching in a Normal School.

Strengths in literacy and mathematics are essential with experience in working with English Language Learners an advantage.

We have a full time 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 and my email address is

applications@kns.ac.nz

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



Position Breakdown:

- Open to both Beginning Teachers and Experienced Teachers.
- For fully registered teachers this position carries a Normal Schools Allowance.

The appointee will:

- be able to quickly build strong relationships with staff, students, parents and the wider community
- have acknowledged ability to develop differentiated teaching programmes
- be able to generate warmth, concern and respect for all pupils and an acceptance of the cultural and socio-economic backgrounds of all people
- be committed to te reo and tikanga Māori programmes and Tātaiako
- have highly effective culturally responsive practice
- have a commitment to growing knowledge of the curriculum and the learning process
- have demonstrated an ability in digital technologies or willingness to upskill in this area
- have an understanding of inclusive practice encompassing behaviour and learning needs
- have the ability to analyse data to inform impact of practice and monitor next steps
- be enthusiastic, have a positive attitude and a cheerful disposition.

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

- are supportive of the school, its organisation, our students and each other
- will follow and implement all school policies
- recognise the need to develop and maintain high quality programmes
- are keen to reflect on your practice and to grow professionally
- develop effective systems for planning and preparation that ensures the individual needs of children are met and the curriculum is covered
- are willing to demonstrate aspects of modern classroom practice and provide quality guidance for students from the University of Waikato's Faculty of Education or for colleagues from other schools
- are willing to participate in the corporate life of our school.

Key Tasks from Scale A Teacher Job Description

Primary Objectives:

- To ensure that children maximise their learning opportunities.
- To ensure education of the highest quality is delivered to the children.
- Provide written evidence of planning of all programmes.
- Support and attend school wide events.
- Monitor student progress for the use of report writing, reporting to parents, reporting to the Principal and BOT, and to provide feedback to children and to further develop classroom programmes.
- Prepare for and actively participate in the staff appraisal process, including self appraising regularly and the receiving and acceptance of professional advice.
- Willing to incorporate and try Innovative Learning Practices and share teaching strategies and programmes with other team members.
- Operate in a professional manner.
- To work with the Principal, school staff and School Board of Trustees, providing, where required, professional and administrative leadership, consistent with the aims of the Charter, schools annual strategic goals and the policies and procedures of the Board of Trustees.
- To work within the spirit of the School's Vision and Values and the Code of Professional Responsibility and Standards for Registered Teachers and Associate Teachers.

School Wide Responsibilities:

- To support the implementation of the school's Charter, Strategic and Action Plans.
- Support all staff members in the implementation of programmes, professional development or changes to our Knighton Normal School Curriculum.

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 Yr 2/3

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: Scale A Full-time Permanent - Year 2/3

SEND TO: email: applications@kns.ac.nz¹

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

BY: 4:00pm Wednesday 5th November 2025

PERSONAL DETAILS:

NAME:

PHONE NUMBER:

ADDRESS:

GENDER:

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.

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?

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:

PLEASE SUBMIT:

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