



19 December 2025

Thank you for your interest in this advertised vacancy for Hamilton Christian School.

How to apply:

The following needs to be submitted by Friday, 10 April 2026.

Please send the following information by email to vacancies@hamiltonchristian.school.nz

1. Covering letter
2. Curriculum Vitae
3. Completed application form
4. Referee responses – Referee response forms are in the format of a [google form](#) - please send the link to your referees and have them complete by the closing date. The referee form is in three parts (Professional, Character, and Spiritual – please ensure that you advise your referees to complete the part relevant to them).

Recruitment process timeline:

Advertising begins:	19 December 2025
Referee forms due:	10 April 2026
Applications close:	10 April 2026, 4:00pm
Shortlisting and referee checks:	The month of May
Interviews:	3 June 2026

Please note that while the advertisement closes on the 10th of April, we will take the month of May to sift and shortlist candidates.



Application checklist:

Thank you for your interest in working at Hamilton Christian School and for completing an application for the advertised position.

Check that you have:

- Completed all sections of the application form and responses to the key questions have been completed.
- Completed three referee contact details and have forwarded the link of the [google form](#) to your referees to complete.
- Included a Curriculum Vitae
- Please send a scanned pdf copy of the application to vacancies@hamiltonchristian.school.nz

Yours sincerely

Barbara Haefele
Principal's PA



Advertisement:

Head of School - Junior Secondary

Hamilton Christian School is a co-educational Year 1–13 state-integrated Christian school with a strong commitment to faith, learning, and community. We are seeking a suitably qualified and experienced Head of School – Junior Secondary School to lead this important phase of our school.

As Head of the Junior Secondary School, you will provide strategic and pastoral leadership for approximately 18–20 classes, serving around 400–450 students. You will lead and support a team of committed teachers, with responsibility for curriculum, pedagogy, and pastoral care, while serving as a key point of contact for parents and whānau.

The successful applicant will bring proven leadership experience, strong curriculum and pedagogical knowledge, and a clear vision for supporting students to flourish during their foundational and middle years in a Christian education setting. Experience with effective device integration and team teaching will be an advantage, though not essential.

You will join an established and collaborative senior leadership team and a highly dedicated staff. We are seeking a relational leader with excellent interpersonal and organisational skills, a strong work ethic, and a good sense of humour, who is eager to grow and journey with our school community.

As a condition of appointment, the successful candidate must be willing to subscribe to and uphold the special Christian character of Hamilton Christian School.

Applicants must be legally entitled to live and work in New Zealand, with either an NZ residency or work visa and a current New Zealand teacher registration.

If you are passionate about Christian education and leadership, and believe your skills and experience can contribute to the mission and vision of Hamilton Christian School, we would welcome your application.

The above-mentioned position is permanent, full-time (1.0 FTE) and comes with the following allowances and units: 5 x Management Units and approximately 0.8 - 0.9FTE classroom release.

Applications close at 4:00pm on Friday 10 April 2026. Please note that while the advertisement closes on the 10th of April, we will take the month of May to sift and shortlist candidates.



ACADEMIC STAFF - APPLICATION FORM

A. **PERSONAL DETAILS:** Title: Surname:

First Name(s)
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Preferred Name:
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Full Postal Address:
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Date of Birth: Email:.....

Telephone Number/s: (home) (mobile).....

Marital status:

I am eligible to work within NZ (please indicate your status)

- NZ Citizen
- Hold a current NZ resident / Work Visa
- I do not hold any of the above

B. **NZ TEACHER REGISTRATION:**

Number: Expiry date: Status:

C. **EDUCATIONAL QUALIFICATIONS:** (name of degree, diploma completed, etc.)

Qualification	Institution awarded from (country)	Date completed

D. **PRESENT APPOINTMENT or LAST POSITION HELD:**

Position / Type	School	Date appointed

E. TEACHING SERVICE – (beginning with the most recent):

Position	Class Level(s)	School	Date from	Date until

F. HEALTH:

Please comment on your physical and emotional fitness for the position.

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G. PAST and PRESENT PROFESSIONAL RESPONSIBILITIES:

Give details concerning the nature and extent of professional responsibility and leadership exercised in present and past positions, if applicable.

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H. RELEVANT EXPERIENCE, ABILITIES, QUALIFICATIONS OR OTHER INFORMATION:

If there is any other relevant information that would assist the Board in making its decision about your suitability for otherwise to fill this role please outline this below.

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I. OTHER EXPERIENCE:

Please outline any other experience and special training that you have that would add value to this role.

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J. FAITH PERSPECTIVE:

Please briefly outline your Christian faith journey & provide details of Church/Fellowship involvement.

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K. ADDITIONAL FAITH QUESTIONS: Please briefly explain your views about:

The authority and accuracy of the Bible

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The theory of evolution and its relationship to what the Bible teaches

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Same-sex relationships

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L. REFEREES:

Please supply details of 3 Referees as noted in the covering letter (please inform them that they may be contacted).

Type of Referee	Name and Title	Postal Address and other contact details
Professional Referee		
Character Referee		
Spiritual Referee		

Should your application progress and you are successful in being invited to an interview, we may contact other referees, such as the Principal or Head of School at your current place of employment.

Please indicate your preference regarding this by ticking the relevant box below:

- Yes, you may contact my current employer if required.
- No, please do not contact my current employer at this stage.



Hamilton Christian School - Statement of Faith

I believe in:

- a) The Unity of the Father, the Son and the Holy Spirit as the Godhead.
- b) The Sovereignty of God in creation, revelation, redemption and final judgment.
- c) The Divine inspiration, inerrancy and trustworthiness of Holy Scripture, as originally given and its supreme authority in all matters of faith and conduct.
- d) The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
- e) The Deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His present mediatorial work and His personal return in power and glory.
- f) Redemption from the guilt, penalty, pollution and power of sin only through the sacrificial death (as our representative and substitute) of Jesus Christ the Incarnate Son of God and received by the grace of God through faith alone.
- g) The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting them repentance towards God and faith in Jesus Christ.
- h) The indwelling and sanctifying work of the Holy Spirit in the believer.
- i) The bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- j) The one holy universal Church, which is the body of Christ, to which all true believers belong and in which they are united through the Spirit.

Please tick to confirm acceptance of the following statements prior to signing this application.

- I agree with the above Statement of Faith.
- I believe the information I have supplied in this application is to the best of my ability true and correct.
- I hereby apply for the staff position as indicated in the application title.
- I give my permission for the Board of Hamilton Christian School or their representatives to make enquiries of referees and/or past or present; employers, colleagues 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 to provide such information.
- I have never been charged with an offence that would impact on my suitability to work with children or young persons.

Applicant's Signature:

Date:

Applicant's Full Name (please print):



Teach me Thy way, O Lord

JOB DESCRIPTION:

TEACHER

Version dated: 25 August 2021

Position Title	Teacher
Reports to	Team Leader, Head of School and Principal
Working Relationships	External: RTLB Teacher and other support agencies as needed for the success of all learners Internal: Other staff in the team, Deputy Principal, Assistant Principal, Team Leaders, Deans, SENCO, Sports and Specialist teachers, all other staff members

Purpose of the position

Hamilton Christian School recognises that there is a distinct difference between educators who are Christian and Christian Education.

As a teacher at Hamilton Christian School, you will live out the school's motto of Acting justly, Loving Mercy and Walking Humbly with our God. This difference will be manifest through your pedagogy, planning and service to the school, students, parents and other staff members.

Key Responsibilities	Professional Growth Cycle
Fulfil the obligations of the NZ Teaching Council's code and standards	Code and standards will be met.
Meet the requirements of the Hamilton Christian School vision for Christian Education as detailed in the HCS Staff Handbook	Evidence will be observed in planning, teaching and pastoral care.
Love all students	All students will feel safe, valued and willing participators in their education.

Tasks and Duties: These include but are not limited to:

- Build the classroom programme following the NZ Curriculum
- Understand all expectations as outlined in the HCS Staff Handbook
- Prepare and maintain resources
- Work collaboratively with all members of your teaching team
- Ensure the safety and wellbeing of students at all times
- Any other duties as required from time to time

General Responsibilities

Comply with all board policies and relevant legislation.

Please note: Aspects of this job description may change or evolve depending on the successful applicant, the nature of the role, and the department's needs.

Date approved:	25 November 2019
Reviewed:	25 August 2021
Date appointed:	25 August 2021



'Teach me Thy way, O Lord'

JOB DESCRIPTION:

HEAD OF SCHOOL – PRIMARY / MIDDLE SCHOOL

Version dated: 25 August 2021

DESCRIPTION

The Head of School will be responsible for translating and implementing the school's charter, vision for pedagogy, curriculum and special character into their delegated area.

They will develop a positive working relationship with their teaching and auxiliary staff team within the overall HCS vision parameters. As a senior leadership position within the school, the HoS will feed into the overall school vision and be responsible for the overall cohesion of the school within and beyond our season of growth.

LINE OF AUTHORITY

The Head of School is responsible to the Principal.

TASKS AND DUTIES:

These include but are not limited to:

KEY PERFORMANCE INDICATORS:

1. Demonstrate an ability to professionally lead and inspire staff and students from a strong Christian perspective, building a Biblical culture of shalom.
2. Demonstrate an ability to maintain and further enhance the personal faith development of students with a focus on providing for each an in-depth knowledge of the Word of God, through words and actions.
3. Provide inspiring professional leadership in the area of curriculum development demonstrating an advanced ability to work within the guidelines and parameters of the NZ Curriculum.
4. Ensure systems/procedures, including RAMs forms and policy reviews are completed in a timely manner.
5. Ensure that the HCS approach of Design for Learning, as defined in the front of the Teacher Planner, is realised by all teachers and experienced by all learners.
6. Ensure that the objectives of the school Charter are being worked out within their area of delegation, including vision, strategic goals and the annual goals.
7. Manage, review and implement school-wide teaching practice and systems.
8. Manage and review, and make recommendations to SLT about formal reporting processes.
9. Analyse student progress and monitor achievement plans and report to SLT or Board where needed.
10. Work with Team Leaders to develop long term plans ensuring cohesion of objectives and assessment expectations within their school.
11. Oversee and support communication to parents.
12. Manage, review and develop extension, remedial programs and IEPs for at-risk students. Alongside others where appropriate.
13. Implement the HCS discipleship, behaviour and pastoral care systems, as detailed in the Teacher Planner, with a view to achieving best practice and inclusion of all students / Ākonga. Review and make recommendations to the SLT where necessary.
14. Support teachers and Team Leaders with the pastoral care of individuals and all students, including the care for and removal of students from class where needed and communication with parents as per the HCS Discipleship procedure.
15. Manage professional development programmes and professional growth cycle for teaching staff. Review and feedback to SLT where appropriate.
16. Lead or oversee their 'school's' assemblies.
17. Coordinate and oversee whole primary/middle or secondary school calendar events with Team Leaders, ensuring adequate and appropriate staffing as well as adequate notice to the community.
18. Coordinate and provide enhanced opportunities for Student Leadership Development.
19. Initiate and coordinate middle management / whole school (primary/middle/secondary) meetings including the maintenance of appropriate minutes and other records.
20. Manage induction and leaving programs for staff and students as appropriate to their school. These include pre-visits and orientation at the end of each year. Review and feedback to SLT where necessary.

21. Maintain responsibility for the allocated budget, ensuring the funding is not exceeded and contribute to the setting of the budget for the coming year with the finance office.
22. Ensure an environment that creates and supports staff and student wellbeing within the complexities and demands of a Christian School.

Please note: Aspects of this job description may change or evolve depending on the successful applicant, the nature of the role, and the department's needs.

Date approved:	25 August 2021
Reviewed:	25 August 2021
Date appointed:	25 August 2021