



5 Oxford Crescent  
Upper Hutt, Wellington  
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27 March 2026

Dear Applicant

Thank you for your enquiry about the fixed term junior teaching position at Oxford Crescent School, advertised in the Education Gazette online on 27 March 2026. The position commences on Monday 20 July 2026 or by negotiation. Please note **applications close at 12 noon on Tuesday 21 April 2026.**

Our students are looking for an enthusiastic and highly motivated teacher. At Oxford Crescent School we place a strong emphasis on literacy, numeracy and the key competencies. We work in pods and are looking for teachers who are keen to work collaboratively. We believe in the concept of whanaungatanga and building strong learning partnerships with students and their whanau.

The following information is enclosed: -

- Consent Form
- Application Form
- Job Description
- Person Specification
- Statement of Service

We require a detailed letter outlining why you are suitable for this position. Your curriculum vitae is to be a separate document outlining work history etc. We would prefer to receive your information digitally.

In the interests of student safety Oxford Crescent School requires photo proof of identity eg driver's licence, passport etc. Please provide.

You will be contacted if you are successful in gaining an interview. Referees and others as specified will be contacted at this time.

Oxford Crescent School is a smoke and vape free environment.

We look forward to receiving your application.

Yours sincerely

Nathan Russell  
Principal

ALIVE WITH LEARNING – TE AKO



## ***CONSENT FORM***

**Applicant's Name** \_\_\_\_\_

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 Oxford Crescent School Board of Trustees or their representatives 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 for the Oxford Crescent School Board of Trustees or their representatives to make enquiries of past or present employers, colleagues, NZTC 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.

If this application proceeds to an interview originals of all qualifications must be supplied for viewing.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## APPLICATION FORM - Teacher

Surname \_\_\_\_\_

First Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact *Cell* \_\_\_\_\_ *Email* \_\_\_\_\_

Date and Place of Certification \_\_\_\_\_

Current Teacher Registration No. \_\_\_\_\_

Ethnicity (Optional) \_\_\_\_\_

N.B. Oxford Crescent School will only accept applications from teachers who have either provisional or full current registration. If a beginning teacher, please provide proof of application.

Length of Teaching Service \_\_\_\_\_

Present School and Position \_\_\_\_\_

\_\_\_\_\_

Qualifications (Educational or Other Relevant Qualifications)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have recently completed a study course please include the course transcript.

Do you have any health conditions or disability that may affect how you perform aspects of the position? Yes / No

If you have answered Yes to the above question please specify health condition or disability below.

Have you had any criminal convictions? Yes / No

Have you been the subject of any complaint concerning student safety? Yes / No



Send only copies of your curriculum vitae and any supporting documents.

Name three people who are willing to be professional referees.

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Cell \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Cell \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Cell \_\_\_\_\_ Work \_\_\_\_\_

I understand referees will be contacted if I am shortlisted.

I declare that all information contained in this application and enclosed curriculum vitae is true and correct.

I consent to Oxford Crescent School appointment staff approaching people other than those named to gather information and advice on suitability.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## **JOB DESCRIPTION - Teacher**

Title:	Teacher
Responsible To:	Team Leader (Deputy Principal, Assistant Principal, Principal)
Directly Supervising:	N/A
Functional Relationships With:	Principal and Senior Management Parents of Students Other Staff Members Students

### **Key Tasks**

- To meet the code of professional responsibility and standards for the teaching profession.
- To plan and implement programmes to meet the needs of the students in line with the school's policies.
- To assess, monitor and evaluate students' progress and classroom programmes.
- To report to parents on students' progress as specified in the school's policy.
- To work, plan and evaluate collaboratively both within the syndicate area and the school.
- To take responsibility for a curriculum area if required and the management of its resources, and to take an active part in other curriculum areas.
- To carry out other duties as required by the Principal.



## Other Professional Requirements

- To attend staff/syndicate/pod meetings.
- To contribute to the extra curricular life of the school.
- To support the development of parent/teacher relationships.
- To take an active part in school-based curriculum development and inservice.
- To carry out playground and/or sports duty as directed by the organiser of these.
- To support existing school policies on curriculum and organisation matters.
- To take an active part in the ongoing modification and updating of school policies.
- To take part in the school's staff performance appraisal programme.

## Person Specification

Qualifications: \_\_\_\_\_

Have minimum academic qualification of Teachers' College Diploma.

## Professional

- Have a high level of motivation and commitment towards all aspects of the teaching process.
- Display ability in the use of current methods of teaching.
- Have a willingness to undertake and implement ongoing professional development.

## Personal

- Have the ability to work collaborating as part of a team.
- Share the educational vision of the school.
- Have the skills to develop sound inter-personal relationships.
- Display cultural sensitivity.
- Have a very sound knowledge of the English language in written and spoken form.
- Have knowledge of and empathy towards the implications of the Treaty of Waitangi and the relevance of it in today's schools.
- Be prepared to support and implement school policies and programmes.
- Be an appropriate role model to the community.



## Statement of Service

POSITION	YEAR LEVEL	SCHOOL	FROM / TO	ACTUAL SERVICE