



October 2026

Dear Applicant,

Thank you for your interest in joining our team at Hamilton Christian School.

Due to ongoing roll growth, we have a number of exciting new teaching and leadership roles available across the school. We are seeking passionate, Christ-centred educators who are dedicated to academic excellence, student wellbeing, and living out our school's Special Character.

How to Apply Please submit your completed application pack via email to vacancies@hamiltonchristian.school.nz by **12:00 pm, Wednesday, 28 October 2026**.

Your application must include:

1. A covering letter
2. A current Curriculum Vitae
3. A completed Application Form (clearly indicating the specific position you are applying for)

Referee Form Information Our referee process is completed online via this [Google Form link](#). Please copy the link and forward to your three referees as soon as possible.

The referee form is divided into three sections: **Professional**, **Character**, and **Spiritual**. Please ensure you advise each referee to complete the section relevant to them. All referee responses must be submitted by **18 September 2026**.

Key Dates & Timeline

- **Applications Close:** 12:00 pm, 28 October 2026
- **Referee Forms Due:** 28 October 2026
- **Shortlisting & Referee Checks:** 28 October 2026
- **Interviews:** To be confirmed

Application Checklist Before emailing your application, please ensure you have:

- [] Completed all sections and key questions on the application form.
- [] Forwarded the Google Form link to your 3 referees (Professional, Character, Spiritual).
- [] Attached your CV and cover letter.
- [] Compiled your completed documents into a **single PDF** scanned copy to email.

We look forward to receiving your application and praying with you through this process.

Kind regards,

Barbara Haefele
Principal's PA
Hamilton Christian School



Advertisement

Team Leader – Primary School (Years 1–6)

Hamilton Christian School

Part-time | 0.6 FTE

Permanent | 1MU + 1MMA

Start Date: Term 1, 2027 (or by negotiation)

Due to ongoing roll growth, we have a number of exciting new teaching and leadership roles available. We are seeking a warm, encouraging part-time **Primary Team Leader** to guide our teaching team and shepherd our young ākonga in their foundational schooling years.

Hamilton Christian School is a composite Christian school committed to offering rich, engaging learning grounded in a Biblical worldview. We pride ourselves on a supportive staff community where teachers, students, and whānau are valued and encouraged to flourish.

What we are looking for:

- A vibrant personal Christian faith and a genuine desire to uphold our school's special character.
- Proven teaching excellence in primary education and strong leadership skills to oversee team planning, pedagogy, and pastoral care.
- A solid grasp of Te Mātaiaho / NZ Curriculum, primary literacy and numeracy, and inclusive practice (including Individual Educational Plans).
- Great communication, strong organisation, and a heart for supporting staff wellbeing and student achievement.
- Ability to build a collaborative team culture, manage RAMS, oversee team budgets, and foster strong whānau connections.

You'll work closely with the Head of School to lead primary team planning, model godly character, and support kaimahi in their professional growth.

Applicants must be NZ-registered teachers with current NZ work rights.

How to apply:

Submit your CV, cover letter, and application form to:

Principal's PA: vacancies@hamiltonchristian.school.nz

Applications close: 12.00pm, Wednesday, 28 October 2026



TEACHER APPLICATION FORM

POSITION APPLYING FOR:

A. PERSONAL DETAILS:

Title:

Surname:

First Name(s)

Preferred Name:

Full Postal Address:

Date of Birth:

Email:

Telephone Number/s:

(home)

(mobile)

Marital status:

Eligibility to live and work in NZ (please indicate your status)

Nationality:

Country of Birth:

Are you a NZ Citizen

☐

Yes

☐

No

If not, do you have Resident status, or

☐

Yes

☐

No

A current Work Permit / Visa, if yes, please provide details below

☐

Yes

☐

No

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.

J. FAITH PERSPECTIVE:

Are you an active member of a local church?

☐

Yes

☐

No

If so, which church do you attend?

Name of Minister / Pastor:

How frequently do you attend church?

Give details of any church activities you have been involved with.

Please briefly outline your Christian faith journey and your views on what it means to be a Christian.

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

The authority and accuracy of the Bible

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

Same-sex relationships

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	Phone number and email address
Professional Referee (Principal / Faculty Lead)		
Character Referee		
Spiritual Referee (Church Minister / Pastor)		

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 true and correct to the best of my ability.
- ☐ 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):



TEAM LEADER – PRIMARY and JUNIOR SECONDARY SCHOOL

DESCRIPTION

The Team Leader roles in Hamilton Christian School's primary years are critical in ensuring the highest quality of educational delivery.

The role of the Team Leader is to ensure the effective operation of their team within Hamilton Christian School. This, in turn, allows teachers to focus better on effective and creative pedagogies and curriculum for each student within the team.

LINE OF AUTHORITY

The Team Leader is responsible to the Head of School and the Principal.

RESPONSIBILITIES

In bringing a Christian perspective to bear in all aspects of his/her work and working in collaboration with the rest of the staff to support student learning, an effective Team Leader will ensure that:

- High-quality teaching from a Christian and Biblical perspective is happening in their department and reflected in planning and management documents.
- Effective learner engagement, learning and progress are planned for, achieved and measured.
- The administration of their team is professionally, accurately and efficiently carried out:
 - RAMS and other application forms are completed in a timely manner
 - Budgets are adhered to
 - Team members maintain well-organised professional files (PD records, etc.).
- Information on student progress and IEPs are available, indicating the next learning steps that are indicated and communicated to all parties involved and available on request.
- Communication of information within their team, with parents and with the Head of School is clear, timely and efficient.
- They initiate and/or contribute to the formulation of school-wide procedures and plans.
- New initiatives agreed on by the SMT are developed, modelled and progressed within their team and regularly reported back to the SMT.

The Team Leader is to model godly Christian character and attitudes through his/her words and deeds.

DUTIES

These include, but are not limited to, the following:

1. **Planning:** The Team Leader is to work with the Head of School to develop long-term plans and, collaboratively, alongside their team, to complete unit plan outlines. Ensuring cohesion of objectives and assessment expectations within their team.
2. **Student Behaviour:** While classroom behaviour initially rests with the classroom teacher, the Team Leader is to ensure that the school's discipleship and behaviour management system is applied consistently within their team. The Team Leader is the next level of support for student behaviour issues when required.
3. **Communication/Reporting to home:** The Team Leader is responsible for supporting formal reporting and communication to home.
4. Meet with key stakeholders to contribute to building a cohesive and robust Hamilton Christian School **Vision** and **Curriculum**.
5. Organise and lead regular **team meetings**, usually once a week, to discuss individual students' needs as needed, the question of the week, pedagogical discussions and the collection and dissemination of information.
6. Ensure that minutes of team meetings are kept and circulated to team members and members of the Senior Leadership Team, as required.
7. Attend, lead, help coordinate and be supportive of others, directing the **Professional Development** within the team and wider school where needed.
8. Monitor students' **academic progress** frequently within the team, and provide feedback to the HoS.
9. Oversee/coordinate intervention strategies and parent liaison for **at-risk and extension students** in the

team, regularly reporting to and liaising with key stakeholders regarding these students where necessary.

10. Communicate closely with SENCO and teachers to **support learners with additional needs** and IEPs.
11. Report to the Head of School that the school's vision for **Design for Learning** is intentional and experienced by all students within the team.
12. Be a **positive role model** to all staff, parents and students by promoting and maintaining a strong Christian approach and positive climate in their team of respect, integrity and care for others.
13. Assist with **school sport** and event organisers and help coordinate parent/student evenings/events.
14. Complete or oversee **RAMs** and information for the school newsletter or school app for trips and team events.
15. Ensure that a safe, friendly, fresh and effective **learning environment** is maintained within the team learning places (e.g. current decorations, examples of student work displayed).
16. 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.
17. Work with teachers and Team Leaders above and below the team year group(s) to ensure students' smooth transitioning from ECE through to graduation.
18. Co-lead with the HoS induction/orientation programs for students as required.
19. Building team spirit, collaboration, cooperation and working relationships with key stakeholders to ensure that staff wellbeing is of high priority.
20. Show humility in approaching the resolution of differences and navigating differing opinions.

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:	27 August 2026
Date appointed:	27 August 2026