



December 2022

Dear Applicant,

Thank you for your interest in the position of Scale A Teacher in our school. We enjoy our teaching & learning here and are looking forward to receiving your application.

The kind of person we are looking for is clearly outlined in the Person Specification. We are asking a lot of our new teacher, but we are realistic.

There are many skills and abilities we would like to see in our new teacher and we want you to highlight all the great things about yourself and how you would lead in our school.

To assist you with your application, we have included the following information:

Appointment timetable.  
School Profile.  
Job Description.  
Person Specification.

For your application we require:

- A covering letter that states your abilities and strengths and why you believe you would be the best person for this position;
- A C.V. that highlights your teaching and leading experience, skills or initiatives you have, PLD involvement, innovations you have been involved in and any initiatives you would like to bring to our school.
- The names and contact details of three professional referees who we may contact and help us with our decision. These need to be people who know you as a teacher and leader, who can comment on your abilities and potential.

Please send in your application by email to: [principal@halcombe.school.nz](mailto:principal@halcombe.school.nz)

Appointment Timetable:

Advertise – Gazette Online: December 2022.

Close Applications: at either point: Dec 13th, OR Feb 17th (***we reserve the right to close the appointment process early if the ideal applicant applies before the end of the 2022 year.***)

Disclosure/Referees check: 17-21st Feb

Shortlisting: 21st Feb

Interviews: before 25th Feb 2023

Decision and inform BoT for discussion & approval: by the 26th Feb

Start: Term 2, 2023.

**Successful Applicant begins at Halcombe School:** Start of Term 2, 2023, or earlier by negotiation.

Do not hesitate to contact me to arrange a visit, or for any query.

Yours Sincerely,

*Alastair Schaw,*  
Principal.