Application for the position of
HOD Science (Y9-13)
Physics and/ or Chemistry

Permanent, Full-time

The application form provides information for the Board of Trustees to assist them in considering your suitability for this position. Failure to supply information would prejudice the Board of Trustees' ability to assess your suitability for the position.

During the appointment process you are entitled to access this information by request to the Board Presiding Member. Following the completion of the appointment process, information relating to the successful applicant shall form part of the school's personnel records and will be held at the school premises.

Information relating to unsuccessful applicants will be destroyed securely.

The above information is provided in accordance with the provisions of the Privacy Act 2020.

Checklist:

Please include with the attached application form:

- Covering Letter
- Curriculum Vitae

Appointment Timeline:

Friday 16 October 2026 at 4pm	Applications closes
Friday 23 October 2026	Shortlist Interviews
	Position commences Term 1, 2027

Please forward appplications to:

Confidential Application for HOD Science Physics and/or Chemistry vacancy

St Catherine's College
Attn: Amélie Kelder, Tumuaki/Principal

Email to applications@scc.school.nz

Applications close: Friday 16 October 2026 at 4pm

Kia ora

Thank you for showing an interest in our College, we look forward to receiving your completed application.

St Catherine's College is a high-performing Catholic School with rangatahi who are motivated to learn. The school is committed to help each student to achieve to her ability and reach her potential. Our school is located in the eastern suburbs of Wellington City close to the Airport. It has a strong Mercy Charism, is culturally responsive and proud of the diversity of our community.

St Catherine's College's vision is '**To nurture and empower young women to become active and creative learners equipped with skills and strong Catholic values of Mercy, Wisdom and Social Justice'**

This role has been advertised as a Catholic Special Character position. Applicants are expected to support and uphold the school's "special character" as defined in the school's integration agreement and meet the expectations outlined in schedule one of the letter of offer of employment and THE EMPLOYMENT SECTION of the Handbook for Boards of Trustees, Principals and Staff of New Zealand Catholic Integrated Schools https://www.nzceohandbook.org.nz/. **If you are interested in this role but do not meet this criteria "outlined in Schedule One" do not let this discourage you from applying. This criteria can be moved to someone else in the College.**

We offer:

- welcoming, collegial and supportive staff
- strong community environment
- commitment to helping each student achieve to her ability
- small class sizes
- collegiality and Professional Development opportunities through our Kāhui Ako made up of 10 contributing primary schools and 3 Colleges

We are looking for

- willingness and ability to participate in religious instruction appropriate to the special character of the school as a condition of appointment
- effective classroom teaching practice
- sound knowledge of the Science Curriculum
- familiarity with a variety of assessment tools
- strong positive communicator who will work collaboratively
- someone who can see the potential and strengths in all learners
- someone flexible who can adapt to meet challenges
- culturally responsive and committed to restorative relationships

I would be happy to show you around the school.

Nga mihi nui

Amélie Kelder
Tumuaki/Principal

[SCHOOL LOGO]

Application For Employment

Position Applied for:

HOD Science Physics and/ or Chemistry

Permanent / Fixed Term:

Permanent

PERSONAL DETAILS

Name in full (any alternative to naming conventions here?):

Preferred name:

Email:

Phone Number:

Address:

Postcode:

NZ Citizen: YES / NO If not, do you have a NZ Work Permit: YES / NO

Criminal Conviction: YES / NO Discharge without Conviction: YES / NO

Details:

Are there any health related conditions which could impact on your ability to perform the position applied for:

Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:

EMPLOYMENT INFORMATION

Teacher Registration Number:

Teacher Registration Expiry Date:

Current and Previous Teaching Positions: Preferably for up to five years

From	To	Employer	Position

Leaving Reason

From	To	Employer	Position

Leaving Reason

From	To	Employer	Position

Leaving Reason

Degree	University	Year

Other Qualifications:

Relevant Experience:

REFEREES (note - no contact will be made without first obtaining the consent of the applicant):

Name:

Phone: Email:

Capacity in which you have known this person:

Name:

Phone: Email:

Capacity in which you have known this person:

Name:

Phone: Email:

Capacity in which you have known this person:

Any other additional information you consider relevant:

DECLARATION:

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated:

Applicant's Full Name:

Applicant's Signature
(add your scanned signature here)

Date: