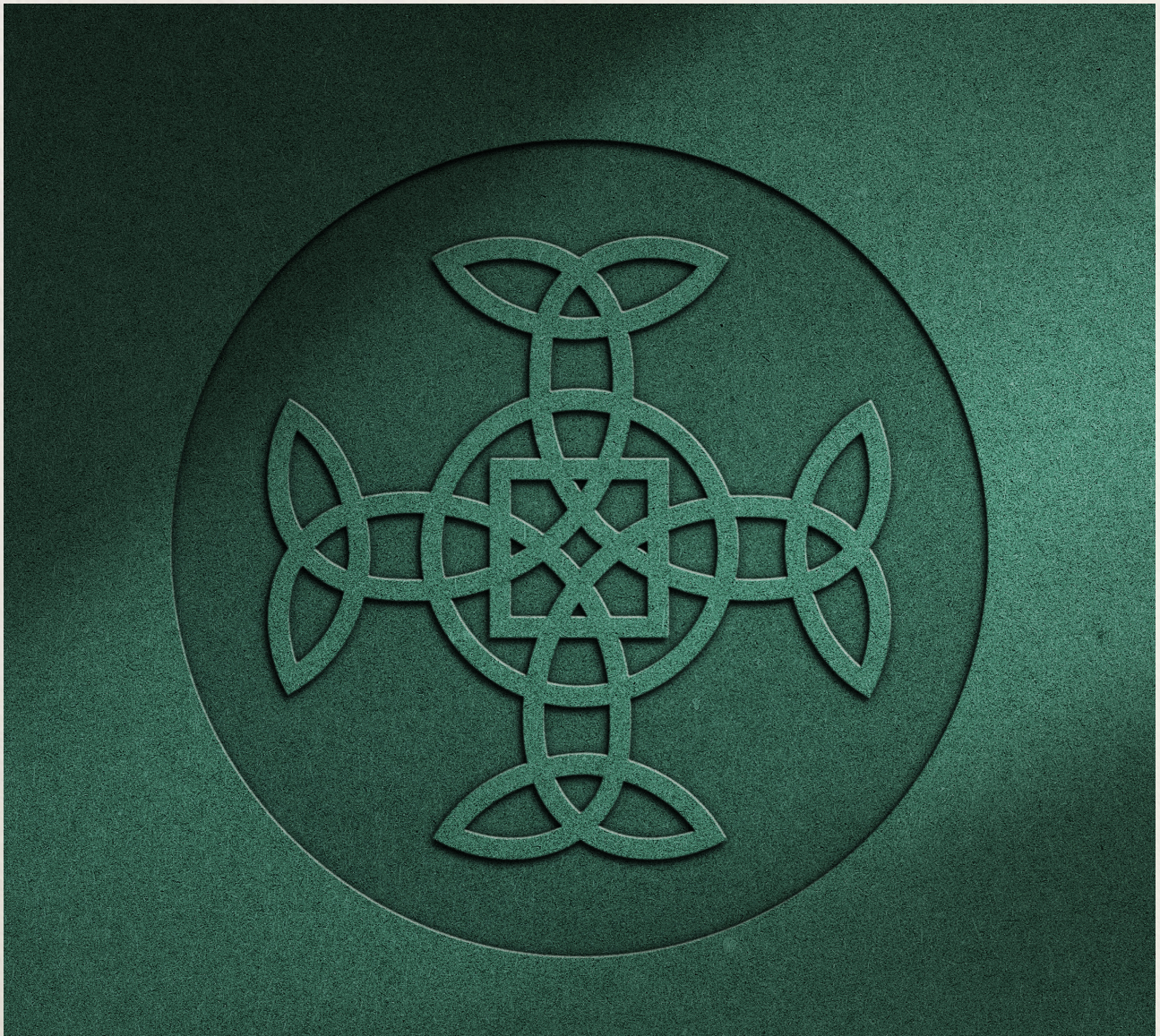




Appointment of a

**Teacher – PLC Specialist**



MAY 2026

Girls are at the centre of everything we do, and our dedicated teachers ignite students' curiosity, creativity and passion for learning.





## Invitation from the Principal

Thank you for your interest in this role at St Cuthbert's College. You are considering this opportunity at an especially exciting time, as we have just launched our high-level strategy for 2025-2030, marking an ambitious new chapter in the College's distinguished history.

Since starting as Principal at St Cuthbert's in August last year, I have been on a voyage of discovery as I get to know this remarkable school, our talented staff, welcoming community and most of all, our inspiring students.

Building on our legacy of educational excellence, we are looking to the future, to ensure we continue to best prepare and empower our students for their futures in a rapidly changing world.

We believe the choices we make today shape our future. At St Cuthbert's, we have the ambition and ability to be a leading school within the APAC region, through our intentional focus on learning for girls which is developed within a framework of research and innovation.

Our 2025-2030 plan, which will be rolled out over the next five years through strategic initiatives, is anchored in our vision to nurture, educate, and enable young women who are curious, confident and compassionate - remarkable individuals who will step beyond our green gates with the knowledge, integrity, and aspiration to shape a better world.

Educational excellence drives all we do, and we want to continue to enhance our programmes and approaches to deliver on world class learning for our staff and students. We are strategically investing in our learning environments across both our Epsom and Kahunui campuses to accommodate our enrolment growth and also to create spaces that actively enable the innovative educational experiences central to our vision.

I warmly encourage you to explore this briefing pack and consider joining us in shaping the next chapter of St Cuthbert's remarkable story.

*Charlotte Avery*

**Charlotte Avery**

Principal, St Cuthbert's College

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## Contact Information

[humanresources@stcuthberts.school.nz](mailto:humanresources@stcuthberts.school.nz)



# St Cuthbert's College

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## A Remarkable Place for Learning

At St Cuthbert's College, we stand proudly as one of New Zealand's leading all-girls schools, with a powerful legacy of excellence in every aspect of girls' education. Our approach creates an environment where young women discover their strengths, develop their voices, and prepare to make their mark on the world.

The power of an all-girls education at St Cuthbert's is evident in every aspect of school life. Every leadership role, every position on sports teams, every classroom experience, and every learning opportunity is filled by girls. Every voice that speaks up in class is a girl's voice, creating an environment where our students feel empowered to take risks, to lead, and to be heard without self-consciousness.

## Academic Excellence

Our academic programme is rigorous and challenging, designed to spark curiosity and foster a genuine love of learning. We consistently achieve outstanding results across both NCEA and the IB Diploma, with near-perfect UE pass rates and exceptional achievements that place us among the top schools globally. However, our focus extends beyond grades – we nurture well-rounded, confident, and capable young women prepared for success on local, national, and international stages.

A crucial part of what makes St Cuthbert's special is our ability to attract the very best teachers and subject experts. Our dedicated educators engage, encourage, and nurture our girls to be the best they can be, fostering a love of learning that extends far beyond the classroom. Every student matters and is known and valued, with teachers delighting in helping each girl become the very best version of herself.

## Building Character and Resilience

Our holistic approach to education includes an extensive co-curricular programme offering rich opportunities in sports, performing arts, cultural pursuits, and outdoor education. A cornerstone of the St Cuthbert's experience is our unique Kahunui programme – a month-long Year 10 experience at our rural campus in the Bay of Plenty. This transformative programme, conducted off the grid, builds resilience, interpersonal skills, and confidence through deep connections between people and the environment.

## Christian Heritage and Service

As a Christian school in the Presbyterian tradition, we warmly welcome girls of all faiths and secular backgrounds. Our motto "By Love Serve" has been the cornerstone of our College for over a century, guiding generations of students with its ethos of leadership through service to others. This commitment to service remains as relevant today as it was in 1918, underpinning everything we do.

## Preparing for Tomorrow

In a world changing at lightning pace, we're ensuring our girls are ready for the future. Our curriculum develops critical thinking skills, adaptability, and resilience to navigate tomorrow's challenges. We're committed to continuously evolving our programmes to prepare students not just for today's opportunities but for careers that may not yet exist.

## A Supportive Community

The St Cuthbert's community extends beyond our students to encompass families, staff, and our remarkable alumnae network. We understand the challenges of modern parenting and work in partnership with families throughout their daughter's educational journey. Our community is enriched by our scholarship programmes, including academic, boarding, performing arts, and the Endeavour Scholarship programme for students of Māori/Pasifika descent.

## Our Campuses

Our Junior and Senior School campuses share one site in Epsom, creating a unique sense of connection between students of all ages, while our Kahunui outdoor campus provides an unparalleled environment for personal growth and character development.





# Governance

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St Cuthbert's is governed by a Trust Board whose role is to oversee strategic planning for the school and to ensure that the school is upholding the vision and values of its founders.

There are Board committees for: Audit and Risk; People and Culture; Fundraising; and Infrastructure.

## Board members are:

- Leigh Melville, Trust Board Chair
- Angela Bull, Deputy Chair
- Alana Barron
- Lisa Crooke
- Anna Cupples
- Hamish Firth
- Adarsh Patel
- Penelope Peebles
- Donald Reid
- Scott Weenink
- Fraser Whineray
- Nancy Zhang

# Our Vision, Mission, and Values

## Our Vision

Building on our rich legacy, our vision is to nurture, educate and enable young women who are curious, confident and compassionate. As they step beyond our green gates, these remarkable individuals will possess the knowledge, integrity, and aspiration to shape a better world.

### Our Mission is to empower each student to:

- Discover and develop their individual talents and passions
- Cultivate curiosity, creativity, and critical thinking skills
- Build integrity, self-confidence and adaptability
- Foster empathy, compassion, and a sense of global citizenship
- Acquire the knowledge and skills needed for success in their chosen paths
- Embrace lifelong learning and personal growth.

## Our Values and Motto

As our students leave our green gates, they take with them a deeply ingrained ethos of service and giving back, along with the values to support them in making a difference in the world.


Launched last year, our SERVICE values framework builds upon our cherished motto "By Love Serve" (leadership through service to others) and guides everything we do. 'By Love Serve' has been synonymous with what it means to be a St Cuthbert's girl since 1915 and remains as relevant today as ever.

Our SERVICE values are lived experiences at St Cuthbert's, woven into the fabric of daily life from the classroom to the sports field, from community service projects to global initiatives. They provide our students with a roadmap for personal growth, ethical decision-making, and meaningful contribution to society.



**Spirit**  
Wairua  
精神

We have confidence and pride in who we are and know that we are connected to something greater than ourselves.



**Excellence**  
Kairangitanga  
卓越

We strive for our personal best for the greater good.



**Resilience**  
Manawaroatanga  
韧性

We are strong in character and adaptable when approaching new challenges.



**Valour**  
Toanga  
勇气

We exemplify authenticity, courage and perseverance in matching our beliefs with action.




**Integrity**  
Ngākau Pono  
诚信

We embody honesty and respect in our learning, communities and environment.



**Collaboration**  
Mahi Tahī  
协作

We harness our diversity and unique perspectives, recognise the power of teamwork and strive for shared goals.



**Empathy**  
Ngākau Aroha  
同理心

We care for one another, with kindness, compassion and humility.

# Strategic Direction 2025–2030

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To support our Vision and Mission, we have recently launched our 2025–2030 strategic direction to our staff. Developed collaboratively with our staff in the later part of 2024, this high-level strategy marks an ambitious new chapter in the College’s distinguished history.

St Cuthbert’s is a remarkable school: distinctive, distinguished, and high achieving. For over a century, we have educated young women for lives filled with purpose and meaningful connections. Grounded in our cherished motto, “By Love Serve,” our SERVICE values are integral to our vision and strategic direction and are lived out each day.

We recognise that excellence is personal at St Cuthbert’s and every student has the potential to lead a remarkable life, become a woman of influence and leave a unique mark on the world.

Our exceptional educators provide an aspirational environment in our classrooms, laboratories, libraries and studios, sports fields and pools. An environment where individual and peer curiosity and imagination, intellect and skills, combine to produce remarkable ideas and outcomes in curricular and co-curricular spaces that go far beyond traditional academics.

At St Cuthbert’s, we’re not just educating young women; we’re empowering the ambitious change-makers and leaders of tomorrow, for the greater good. We’re preparing our students for careers known and yet to be envisaged, to be intentionally good friends and great global citizens. We’re educating in the broadest sense to nurture self-belief and instil confidence, so that every girl upholds the best version of herself, always standing up for what’s right and unleashing her full potential.

We believe that the choices we make today shape our future. At St Cuthbert’s, we have the ambition and ability to be a leading school within the APAC region, through our intentional focus on learning for girls which is developed within a framework of research and innovation.

To support our vision, our strategic principles reflect our commitment to holistic education, cultural empathy, and future- focused learning. These principles will guide us in building upon our legacy of excellence while embracing innovation and change.

## Our strategic framework is built on seven key principles:



### **Learning for the Future**

Deliver a rigorous, innovative curriculum that supports students to strive for their personal best for the greater good.

### **Developing Leadership and Oracy**

Empower students to be authentic, courageous, and impactful leaders, matching their beliefs with action.

### **Cultivating Strength Through Challenge**

Grow resilient young women, strong in character and adaptable when facing new challenges.

### **Enriching Global Citizenship**

Develop young women to be inclusive and compassionate global citizens.

### **Strengthening Community and Values**

Foster a caring, connected community grounded in our heritage and values.

### **Developing Our Greatest Asset**

Create an environment where all staff thrive, feel valued, and collectively drive excellence.

### **Developing Sustainable Excellence**

Optimise our business operations to ensure long-term success, innovation, and responsible stewardship of resources.



# Pōhutukawa Learning Centre

## Supporting Excellence Across All College Operations

At St Cuthbert's College, our Pōhutukawa Learning Centre (PLC) aims to cater for the needs of diverse learners. Diversity encompasses many characteristics including giftedness (learning enrichment), as well as learning differences (specialised learning intervention). The PLC provides structure to the process of identification and provision for these students.

Our PLC team provides a full scope of supports for our students, ensuring that learning opportunities are optimised within mainstream classes from Year 0 to Year 13.

### **Classroom Teaching and Learning**

The PLC is part of a larger team that identifies and attends to the progress and success of our students. The PLC does this by providing resources to equip teachers to understand and respond to diverse learning needs, both in general and for individual students. PLC staff work alongside subject departments to provide evidence-based interventions and help teachers to create layered supports to remove learning barriers.

### **Exam Support**

For our Senior students, exams are a crucial way to measure progress and achievement. It is imperative that students are able to demonstrate their best learning potential. For qualifying students, we provide Special Assessment Conditions (SAC) for NCEA internals and exams for Year 9–13.

### **Pōhutukawa Enriched Learning Support**

PELS is a timetabled class offered to students in Year 7–12 who benefit from additional support beyond their regular classroom programme. The invitation-only class draws on the curricula of core subjects to ensure all students are able to experience success in these subjects. Additionally, students in PELS develop skills and competencies in order to foster independence, self-management, and most importantly, self-efficacy. The small class sizes allow for greater opportunity to ask questions and for targeted learning support.

### **Specialised Learning Interventions**

A small number of students benefit from targeted instruction to support their development in literacy and numeracy. The PLC offers extensive specialised literacy and numeracy intervention in the Junior and Senior Schools. Targeted, evidence-based interventions range from one-to-one instruction, group withdrawal programmes, and personalised learning plans.



# The Role

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## Teacher - Pōhutukawa Learning Centre (PLC)

### Position Details

**Status:** Fixed-term

**Time:** Part-time

**Location:** Epsom, Auckland

**Commencement Date:** 16 June 2026

**End Date:** 04 December 2026

**Reports to:** Head of PLC

### Key Relationships

#### Internal Stakeholders

- Principal
- Deputy Principal and Head of Senior School
- Head of PLC
- PLC team
- Academic and Professional Services Staff

#### External Stakeholders

- College community: parents and caregivers

### Position Overview

This specialist teaching role within the Pōhutukawa Learning Centre (PLC) supports the academic and social-emotional development of neurodivergent students across Years 0–13. Working collaboratively with the PLC team, the role involves delivering targeted literacy and numeracy interventions in small group settings, contributing to assessment and reporting, and providing guidance to teachers and whānau. The position requires strong expertise in learning support, a commitment to inclusive, evidence-based practice, and the ability to build positive, supportive relationships that enable every student to thrive in line with the College's values and holistic approach to education.

# Key Accountabilities

## Teaching

- Provide high-quality and effective teaching using a range of techniques, including the use of appropriate technologies and resources, in line with effective pedagogy that enhances student learning.
- Ensure curriculum is well-delivered and subject content is imparted effectively by planning and using appropriate teaching programmes, strategies, technology, learning activities and assessments
- Demonstrate flexibility in a range of effective teaching techniques, including the use of appropriate technologies and resources to enhance learning.
- Evaluate and reflect on teaching techniques and programmes with a view to improvement. Liaise with Careers to prepare students for tertiary education and other career pathways.
- Demonstrate a development of ideas through dependence on concepts.
- Carry out Tutor Teacher duties as timetabled/required.

## Learning-Focused Culture

- Promote student well-being and inclusive practices.
- Give clear, regular feedback and safe EOTC experiences.
- Identify and appropriately support students with special learning needs.

## Design for Learning

- Ensure up-to-date pedagogy and adapt teaching based on current theory and assessment practices.
- Comply with curriculum requirements and regulations.

## Team Member

- Conduct oneself in accordance with the College Code of Conduct.
- Foster collegiality and liaise with Deans, Deputy Deans, Heads of Faculty/Subject, Careers, Comms, Deputy Principal & Head of Senior School, and the Principal.
- Undertake delegated co-curricular duties and College-wide activities.
- Manage available resources efficiently to support learning outcomes.
- Complete required documentation (e.g. student reports, teacher registration, Accounts forms, People & Culture forms, etc.) in a comprehensive and timely manner.
- Participate in College meetings, projects and events.
- Communicate effectively with College community.

- Manage conflict effectively and contribute to positive, best-practice Senior School events, actively working to achieve positive solutions and support College goals.
- Maintain professional conduct and uphold uniform standards, ensuring the College always presents an attractive, safe, clean and stimulating environment.
- Comply with College H&S policies and procedures.
- Maintain organised, safe workspaces.
- Prioritise student safety in all activities and interactions.
- Maintain appropriate personal boundaries and report welfare concerns.

## Professional Learning

- Keep professional knowledge and skills current.
- Attend high-quality external PD courses at least once every three years to ensure currency in relevant role.
- Undertake performance appraisal and demonstrate commitment to continual improvement.
- Be trained and conversant in effective pedagogy.

## Engagement with Caregivers

- Build positive, responsive relationships with current and prospective parents/caregivers.
- Act appropriately on feedback and respond to communication within one working day.
- Report student progress in a clear and timely manner.

# Qualifications and Experience

- Demonstrate a strong understanding of effective, evidence-based pedagogical practices.
- Thrive in a dynamic, team-oriented environment.
- Hold a New Zealand teacher registration and practising certificate.
- Hold valid working rights in New Zealand.

# Benefits

- An attractive salary package
- Access to free Employee Assistance Programme (EAP)
- Access to on-site fitness centre, indoor pool, and physiotherapist.
- 3 weeks holiday break mid-year
- A collaborative and supportive team



# How to Apply

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## Applications for the role should include:

### 1. Candidate Cover Letter

A brief statement of application (no more than three pages) outlining what you would bring to this role, what you would expect to accomplish and reflecting on your past experience in the context of role description.

### 2. Curriculum Vitae

- > Full name, confidential email address and mobile contact details
- > Nationality and citizenship or confirmation of right to work in New Zealand
- > Positions held, dates, scope of responsibilities and key achievements
- > Details of education and qualifications
- > Any other relevant information, such as involvement in professional and community activities.

### 3. Referees

Full contact details of three referees whom the College's HR team may contact. Referees will be contacted only after prior consultation with you.

### 4. Potential Date of Commencement

An indication of when you would be available to start.

**All applications will receive an automated response.**

**Closing Date: Friday 22nd May at 3pm**

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The successful applicant will be expected to satisfy child protection screening and adhere to the school's child protection policy. Any offer of employment will be subject to satisfactory police vetting, reference checks and, where relevant, qualification checks.

All applicants must have valid working rights in New Zealand, a valid teacher registration and practising certificate.

*Please note, the key accountabilities of this role are not intended to be limiting, but to provide an outline of essential duties that may change from time to time, requiring flexibility.*

St Cuthbert's College is an equal-opportunity employer committed to promoting equal employment opportunities. St Cuthbert's reserves the right to appoint by invitation.