



Learning Support Coordinator Application Pack

Kia ora and thank you for your interest in Napier Intermediate. We are seeking an experienced educator who can strengthen inclusive practice and help our Year 7 and 8 learners access the support they need. This pack explains how to apply and how to show your experience against the selection criteria. Please read it alongside the job description.

About Napier Intermediate

Our vision is Growing and Empowering Learners. Our values are Respect, Responsibility, Relationships and Resilience. We value the identity, language and culture of every learner and work in partnership with whānau. Our learning support approach connects classroom practice, student wellbeing and timely specialist support.

The opportunity

This is a 0.72 FTTE Learning Support Coordinator position. The allocated time is dedicated to LSC functions and fully released from regular classroom duties. You will report to the Principal and work closely with our school leaders, teachers, teacher aides, whānau and services. The weekly work pattern will be agreed with the Principal.

Appointment tenure and commencement date: To be confirmed before this pack is issued. Employment conditions will be under the applicable teacher collective or individual employment agreement.

How to apply

- Complete the applicant information and declarations in this pack.
- Attach a current CV showing qualifications, registration, employment history with dates, relevant responsibilities and professional learning. Briefly explain gaps in employment.
- Attach a cover letter explaining your interest in NIS and what you would bring to this role.
- Provide a statement of evidence against the six criteria in this pack. Use specific examples and anonymize all learner information.
- Provide two professional referees who can comment on your recent practice, including a current or recent leader where practicable.

Email your application to tvanzyl@nis.school.nz, addressed to Tim Van Zyl, Principal. Use the subject line "LSC application — [your name]". Applications must be received by Friday 6 November 2026 at 3 pm New Zealand daylight time. You may use the same address for enquiries or to request an accessible application format or interview adjustment.

Applicant information

Full name:	
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Email:	
Telephone:	
Postal address:	
Current role and employer:	
Teaching qualification and awarding institution:	
New Zealand teacher registration number:	
Practicing certificate type and expiry date:	
Eligibility to work in New Zealand:	
Relevant availability for a 0.72 FTTE work pattern	

Please attach your CV and evidence of your teaching qualification and current practising certificate. Do not include passports, bank details or unrelated sensitive personal information at this stage.

Evidence against the selection criteria

Use the six numbered headings below in your statement. For each, explain the context, what you personally did, the outcome and how you know it made a difference. Evidence may include anonymised assessment trends, participation measures, whānau feedback, staff practice changes or referee confirmation. These are prompts, not claims about your experience.

1 Inclusive teaching and learner progress

Describe successful work with learners with disabilities or additional learning needs. How did you identify strengths and barriers, adapt classroom learning, involve the learner and review progress? Include experience relevant to neurodiverse learners and, where applicable, intermediate learners or learners needing accelerated opportunities.

2 Te Tiriti and culturally responsive practice

Give an example of practice that upheld Te Tiriti o Waitangi and supported Māori success as Māori. Explain how

Māori whānau influenced decisions. Also describe how you responded to the identity, language and culture of Pacific learners or other diverse communities. Identify what you learned and changed.

3 Whānau partnership and communication

Describe a partnership that improved a learner's support or experience. How did you listen, explain options, agree goals and maintain contact? Show how you addressed a concern or disagreement respectfully and made communication accessible.

4 Teacher capability and professional learning

Give an example of supporting colleagues or teacher aides to improve inclusive practice. Explain how you identified a learning need, selected evidence-informed approaches, coached or modelled practice and assessed the effect on learners. Describe your own related professional learning.

5 Coordination and effective systems

Describe how you coordinated an individual learning plan, service referral, multi-agency response or transition. Identify how responsibilities and review dates were agreed, how information was kept accurate and confidential, and how actions were followed through.

6 Leadership influence and evidence use

Give an example of influencing a school decision or leading an improvement without relying solely on formal authority. Show how assessment and other evidence informed your advice. Explain how you prioritised needs, used resources and reviewed impact. Include how you would manage a 0.72 FTTE workload.

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Eligibility is assessed separately: relevant teaching qualification, New Zealand registration, current full practising certificate and evidence of meeting professional standards in your current position. Address these in your CV and supporting documents.

Professional referees

Nominate two referees who know your professional practice well. Please obtain their agreement before providing their details. If contacting a current employer could create difficulty, state this so we can discuss timing with you.

Referee 1

Name and position:	School or organisation:
Professional relationship and how recently you worked together:	Email and telephone:

May we contact this referee during shortlisting or only after discussion with you

Referee 2

Name and position:	School or organisation:
Professional relationship and how recently you worked together:	Email and telephone:

May we contact this referee during shortlisting or only after discussion with you

Selection process

Applications will be assessed against the published criteria. Shortlisted applicants will be invited to interview and may be asked to discuss an anonymised learning support scenario. Referee checks and verification of qualifications, registration and practising certificate will inform the appointment decision. An appointment is subject to satisfactory school-required identity, safety and employment checks. Interview dates will be advised to shortlisted applicants.

Please tell us if an accessible format, communication support or an adjustment would help you participate in the selection process. You do not need to disclose a diagnosis to request an adjustment.

Applicant declarations and checklist

Please respond to each declaration. If an explanation is required, provide it separately and mark it confidential. Relevant information will be discussed with you and considered in context.

- I confirm the information in my application is accurate and complete to the best of my knowledge.
Yes / No
- I authorise verification of my qualifications, registration and practising certificate.
Yes / No
- I consent to the school contacting my nominated referees, subject to any timing restrictions stated in this pack. Yes / No
- Are you currently subject to a professional disciplinary investigation, finding or restriction relevant to this role?
Yes / No. If yes, provide relevant details separately.

Is there any matter that could affect your eligibility or ability to meet the responsibilities of this role that the school needs to consider?

Yes / No. If yes, provide relevant details separately.

I understand that any offer is subject to satisfactory appointment checks and that any required safety checking will be undertaken through the school's appointment process. Yes / No

Applicant signature _____ Date _____

Before submitting

- ☐ Completed applicant information and declarations
- ☐ Cover letter and current CV
- ☐ Evidence statement addressing all six criteria
- ☐ Teaching qualification and current practising certificate evidence
- ☐ Two professional referees with contact permissions
- ☐ Application emailed before 3 pm on Friday 6 November 2026

Privacy

Application information will be used for recruitment and appointment purposes and accessed by authorised people involved in the process. Keep examples anonymous and do not submit identifiable learner records. Contact the school to request access to or correction of your application information, or to ask about its recruitment information retention arrangements.