

ESKDALE SCHOOL

324 Hill Road, R.D.2, NAPIER 4182

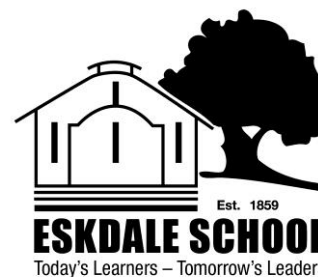
PRINCIPAL: Tristan Cheer

Ph: (06) 8366 845

Fax: (06) 8366 875

Cell phone: 027 4366846

CHAIRPERSON: Jaclyn Hankin Email: admin@eskdale.school.nz Website: www.eskdale.school.nz



17 October 2026

Dear Applicant,

Learning Support Coordinator

Thank you for your interest in the Learning Support Coordinator position advertised at our school. This is an exciting opportunity for a person wanting to work with and support all Learners by identifying and planning for diverse learning needs. Our school has a progressive and supportive teaching team located in a semi-rural environment. This full primary school is well supported by a passionate and caring group of parents and wider community. If this is the sort of opportunity that excites you, please read on to find out about the criteria for appointment, person specifications, and any additional information required for this application.

This position commences Term 1, 2027

Eskdale is a well-resourced school set in a beautiful location 15 minutes from Napier. The school is set up into three learning teams linked to the phases to match the New Zealand Curriculum. All students are also attached to a house which encourages older students to work with younger students and create positive tuakana-teina relationships. The school values and learner attributes provide the basis for all that happens within the school environment.

We are an Enviro School and students display the values established through our Education for sustainability programme. The school has large playing fields and a native garden area which encourage all our students to be fit, healthy and environmentally responsible citizens.

For this position, please complete an application letter addressing the appointment criteria, person specifications and brief job outline we have enclosed. Please add to the letter your CV, and completed application form and return to:

Tristan Cheer
324 Hill Road,
RD 2,
Napier.

or Email principal@eskdale.school.nz

We look forward to receiving your application for this key position at our school.

Yours sincerely

Tristan Cheer
Principal

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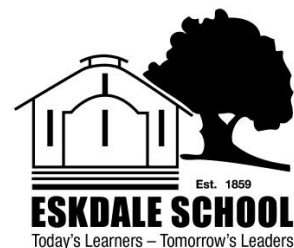
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Application Form- Learning Support Coordinator

1. PERSONAL DETAILS:

Name			
Address			
Contact Phone:	HOME:	WORK	CELLPHONE

2. REGISTRATION

Current Teacher Registration No	or	Provisionally Registered Teacher No.

3. TEACHING PRACTICE EXPERIENCE:

School	Class Level	Dates etc

4. QUALIFICATIONS: [Educational or other relevant qualifications]

Qualification	Date Attained

5. REFEREES: [Please supply the following details with their permission]

REFEREE 1		REFEREE 2	
Name		Name	
Address		Address	
Home Phone		Home Phone	
Cellphone		Cellphone	

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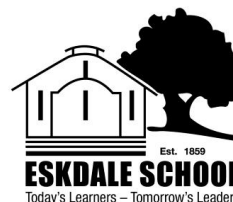
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6. APPOINTMENT CRITERIA:

- A quality, registered, highly effective teacher.
- An ability to build and maintain strong relationships with parents, whanau and communities
- Demonstrated successful experience in working with and including children and young people with learning support needs in the classroom.
- A sound knowledge, commitment to, and understanding of the learning support system and the Learning Support Action Plan priorities.
- Knowledge of, and ability to use appropriate assessments and analyse accordingly to make the appropriate referral.
- Influencing skills at a working level within the school and wider family/community level.
- Willingness to be fully involved in the total life of the school.

7. PERSON SPECIFICATIONS:

❖ Self-motivated	❖ Empathetic	❖ Problem solver
❖ Flexible	❖ Effective communicator	❖ Committed to professional development and on-going personal development
❖ Willing to be an active and involved team member	❖ Strong relationship and management skills	❖ Attention to detail

8. BRIEF JOB OUTLINE

Job Title: Learning Support Co-ordinator

Key Objectives of Role:

- Support student through building a school that meets the needs of all learners.
- Support teachers in school to lift their capability to better meet the needs of learners, and to strengthen their connections with early services.
- Support for parents and whānau to partner successfully with their school and develop an understanding of learning support processes and who to contact if needed.
- To connect with regional Ministry teams and wider agencies, to access services and resources to support learners.
- Work with the school leadership team.

Key Tasks: The key tasks will link to the above Key Objectives and will be negotiated with the successful candidate.

9. TIMELINE FOR APPOINTMENT

Friday 6 November 2026	Applications close at 3:00pm
November 6-10, 2026	Applications processed by Appointing Committee and shortlisted. Referees contacted.
November 12-16, 2026	Interviews
November 18, 2026	Position offered
Term1, 2027	Start Date for position.

DECLARATION:

I give permission for the Appointing body to make contact with the referees and schools identified in this application, or to make such professional enquiries as are necessary to gain knowledge of my teaching experience or skills.

I certify that I am a Registered/Provisionally Registered New Zealand Teacher.

I declare that I have never been convicted of an offence against the law apart from summary offences.

I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is true and correct.

Applicants Signature: _____

Date: _____ / _____ / _____