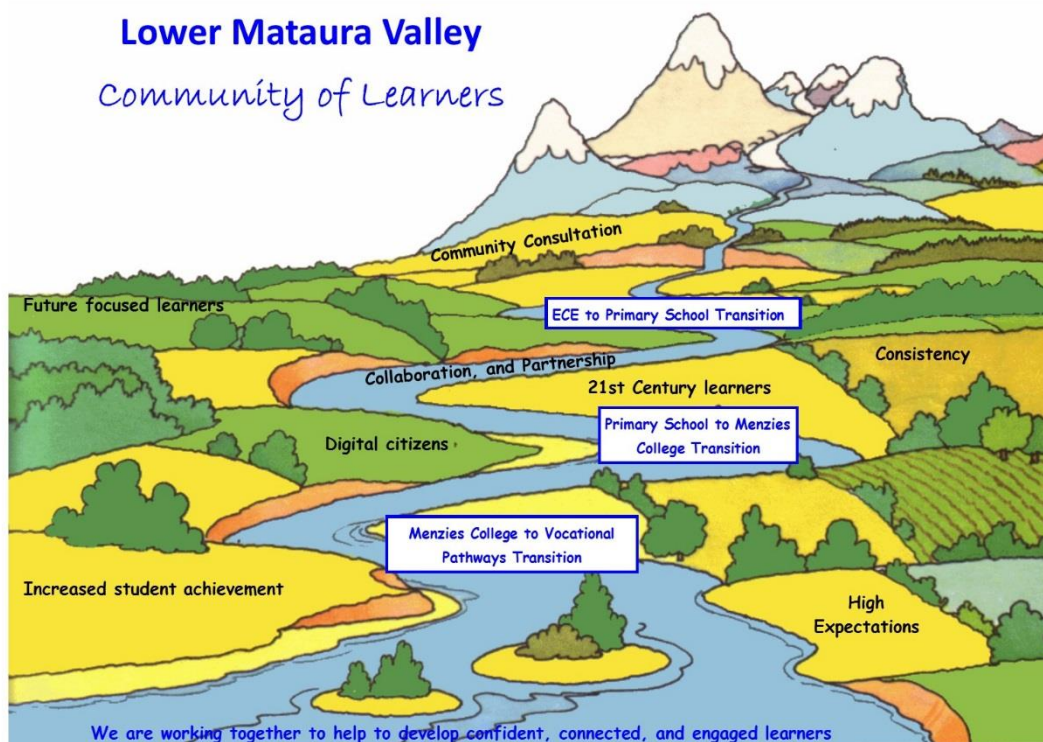


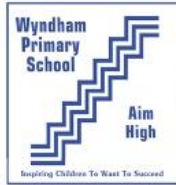
Lower Matura Valley Kahui Ako

Lower Matura Valley

Community of Learners



Learning Support Coordinator Application Package



Lower Maitaura Valley Community of Learning / Kāhui Ako

Dear Applicant

Thank you for your interest in the Learning Support Coordinator's position for the Lower Maitaura Valley Kahui Ako.

This position will start on 25 January 2021 or to be negotiated.

Please fully complete this form personally. Ensure you answer all questions and make sure you sign and date where indicated on the last page.

Please clearly address the points outlined in the Person Specification and job description, and include your current CV, covering letter and a self-addressed envelope (if posting).

All applications should be marked "confidential" and sent to:

Hard Copies

Kim Scott
Wyndham School
40 Florence St
Wyndham

Electronic Copies

kim@wyndham.school.nz

And should be received by 5:00pm, Monday 7 December 2020.

Further information regarding this position can be obtained by phoning Kim Scott (03) 2064780. We look forward to your application.

Yours sincerely,

Kim Scott

Kim Scott
LMV Kahui Ako - Lead

Application for Appointment
Position – Permanent Learning Support Coordinator
Lower Maitaura Valley Kahui Ako

Personal Details

Given Names	
Surname	
Date of Birth	
Full Postal Address	
Phone - Daytime	
Phone - Evening	
Mobile	
Email	

Please tick the appropriate boxes

Are you a New Zealand citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, do you have resident status, or	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A current work Permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Education Council of Aotearoa (EDUCANZ) – Teacher Registration

EDUCANZ Registration Number	<input type="text"/>
EDUCANZ Practicing Certificate Expiry Date	<input type="text"/>

Qualifications

Qualification attained	Institution	Date

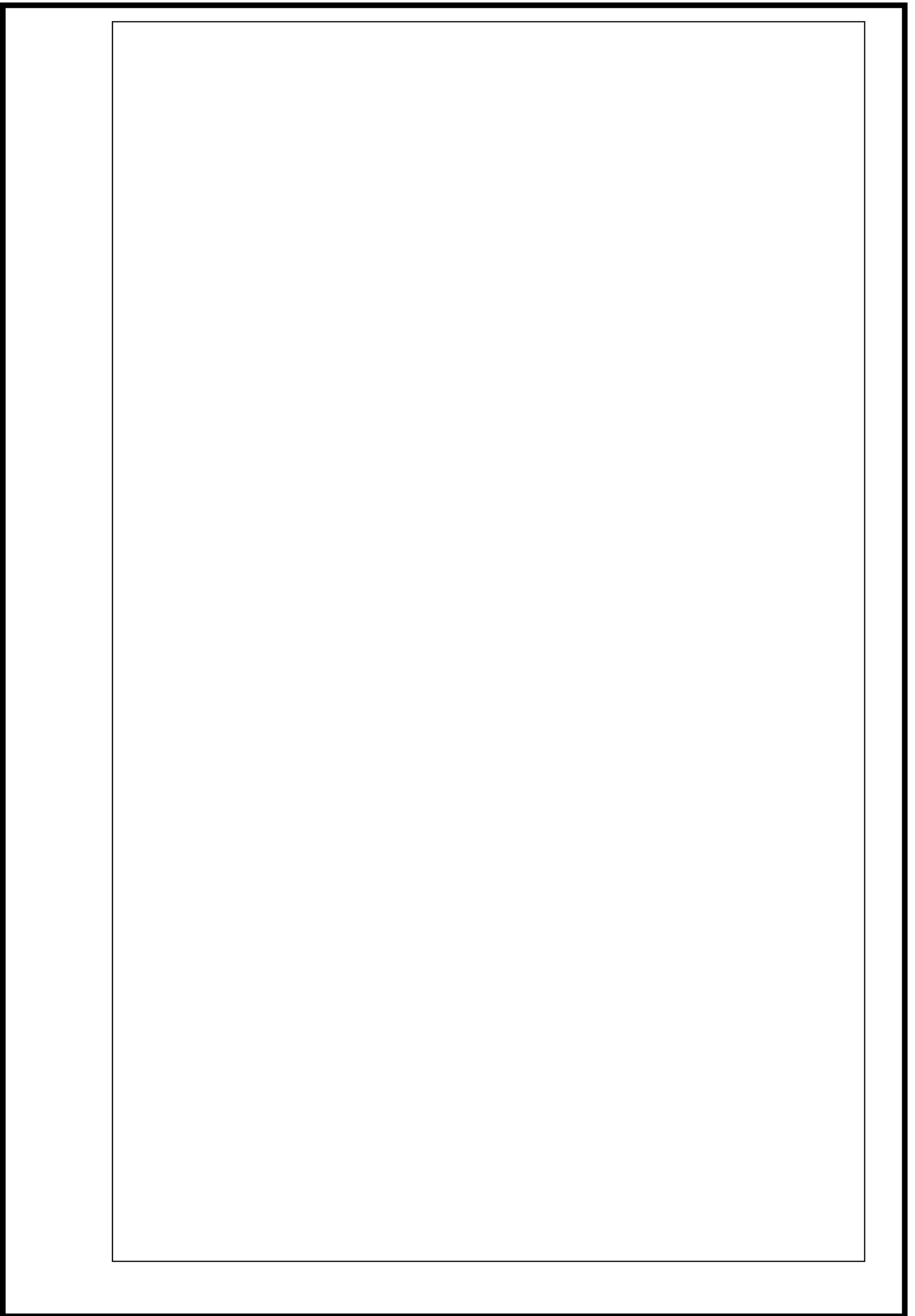
Employment History

<i>Please provide details of employment history, relevant to this position, beginning with your current or latest employment</i>

Recent Professional Development (relevant to this role)

Title of PD	Date	Key area of focus

Personal Statement - please describe in one or two pages the beliefs, skills and experience that make you the ideal candidate for this role:



Sabbatical/Refreshment Leave

I do / do not plan to take sabbatical/study/refreshment leave in the next two years (please circle)

Health

Do you have any medical condition, injury or allergy that could affect your ability to carry out the duties of this position effectively?	
Are there any tasks of this position which may aggravate or contribute to this condition?	
If YES please provide details of the injury/medical condition, and how your performance is likely to be affected	

Criminal Convictions

Have you been convicted of any offense against the law (apart from minor traffic convictions) or do you have any criminal charges pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **YES** please enclose a certified copy of the entry in the Criminal Record book relating to the conviction(s), obtained from the Registrar of the Court concerned. The copy should be accompanied by any comments regarding the offence which you wish to make. Give full details.

NOTE: The Board of Trustees will Police Check the person and any offer of employment will be subject to this.

Declaration

I certify that:

- The information I have supplied in this application and accompanying documentation is true and correct.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.
- I consent to the selection panel or nominated representative seeking further verbal or written information on a confidential basis about me from representatives of my present employer, previous employers and referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I understand that the information received is supplied in confidence as evaluative material and will not be disclosed to me.

Signed: _____

Date: _____

Professional Referees Contact Details

Please provide the names of three people who could act as referees for you. At least two of these should be able to attest to your work performance.

Name	
Position	
Relationship to applicant	
Phone	
Email	
Best time to be contacted	

Name	
Position	
Relationship to applicant	
Phone	
Email	
Best time to be contacted	

Name	
Position	
Relationship to applicant	
Phone	
Email	
Best time to be contacted	

Appointment Time Line

Advertisement appears in the Education Gazette/Papers
Monday 16th November 2020



Applications Close
Monday 7 December 2020 (5:00pm)



Short Listing completed
Friday 11 December 2020



Interviews completed
14 - 19 December 2020



Appointment Made
After interviews are completed



Position Starts
25 January 2021 or to be negotiated