

Application Pack

Learning Support Coordinator Waikanae School

4 November 2026

Dear Applicant,

We have an opportunity for an experienced New Zealand registered teacher who is passionate about inclusive education and making a genuine difference for tamariki. The successful applicant will lead and coordinate learning support across our school, working alongside teachers, teacher aides, whānau, SLT and external agencies to ensure all learners feel a sense of belonging, experience success and make progress.

We are looking for someone who will:

- build positive, trusting relationships with tamariki, whānau and colleagues
- has strong organisational, communication and interpersonal skills
- brings initiative, sound professional knowledge and a collaborative, solutions-focused approach
- is passionate about inclusive education and ensuring every learner has the opportunity to succeed
- can support and empower others, build staff capability and strengthen inclusive classroom practice.

Previous leadership or experience in this area would be beneficial. Please see the attached Role Matrix for specifics of the role.

Visits to our school are welcome and encouraged.

Information for applicants includes:
Timeline
Application Form
Job Description
2026-2028 Strategic Plan (on school website)
2026 Roadmap (on school website)
Latest ERO report (2024) on school website or online www.ero.govt.nz

To apply for this position, please send a CV, covering letter, completed application form, and any

relevant documentation by 9 am Monday 16 November 2026 to:

Fiona Charters
Business Manager
Waikanae School
Seddon Street
Waikanae
5036
Or email to Fiona Charters f.charters@waikanae.school.nz

Yours sincerely

Paul Hammond
Acting Principal

APPOINTMENT TIMELINE

Applications Close:	9 am 16 November 2026
Interviews:	19/20 November 2026
Start Date:	28 January 2027