CAMBRIDGE EAST SCHOOL
Kemureti ki te Rawhiti

Learning Support Coordinator / Kairuruku Tautoko Akoranga

Cambridge East School, Waikato | Permanent, part-time (0.7 FTTE) | Term 1, 2027

Cambridge East School is seeking an experienced teacher to help learners across Years 0–6 get the right support early. You will work as part of the Learning Support team, alongside kaiako, learning assistants, whaanau and specialists to make it easier for children to participate and make progress in their everyday learning.

This is a school-based coordination role with full release from timetabled duties during the 0.7 FTTE appointment. You will help teachers identify learning needs early, plan and review support, and build confidence in using inclusive classroom practices. You will also help whaanau navigate learning support and coordinate referrals and transitions.

You will bring a relevant teaching qualification, New Zealand teacher registration and a current full practising certificate. We are looking for successful experience including learners with diverse needs, the ability to lead through collaboration, and a commitment to putting Te Tiriti o Waitangi into practice through culturally responsive partnerships with whaanau.

How to apply

School visits are welcome. To request a visit, contact Rhiannon Lattin, Executive Officer, at rhiannonl@cambridgeeast.school.nz or 07 827 7651.

Please send your covering letter, CV and completed application form to rhiannonl@cambridgeeast.school.nz. Include an example of how you helped improve participation or progress for learners with additional needs.

Applications close Wednesday, 18th November, 12 noon.

TIMELINE FOR CAMBRIDGE EAST SCHOOL – Vacancy

Monday, 9th November	Advertised online
Wednesday, 18th November	Applications close at 12 noon
20th November	Shortlisting of applicants begins/contacting shortlisted applicants for Interviews
25 - 26th November	Interviews
30th November	Successful and unsuccessful shortlisted applicants notified verbally Successful applicants confirm acceptance of position by email

30th November	Successful applicant confirms position in writing by this time
By 4th December	Emails sent to unsuccessful applicants
Wednesday, 27th January	Position starts (Staff and Teacher Only Days)

Note: Some of the above dates may be changed in consultation with the short-listed applicants

Draft Job Description

POSITION: Learning Support Coordinator / Kairuruku Tautoko Akoranga / Permanent, part-time (0.7 FTTE)

EMPLOYER: Cambridge East School Board

RESPONSIBLE TO:

- Principal
- Deputy Principal
- SENCo

Purpose and scope

Help learners with disabilities and additional learning needs get timely, coordinated support so they can participate, belong and make progress. Strengthen inclusive teaching across Phase One (Years 0–3) and Phase Two (Years 4–6), and make support easier for whaanau to understand and access.

The 0.7 FTTE is dedicated to learning support coordination and is fully released from timetabled duties. The LSC works alongside the SENCo and senior leadership team to agree priorities, clarify responsibilities and review how the available time is used.

Identify needs and coordinate support

- Work with kaiako, learners and whaanau to identify strengths, barriers and support needs early, drawing on observations, assessment and progress information.
- Coordinate classroom adjustments, targeted support and access to specialist services. Help kaiako develop and review individual learning plans where needed, with clear goals, responsibilities and review dates.
- Keep the learning support register and related records current. Follow school privacy and information-sharing procedures when recording or sharing learner information.
- Work in conjunction with our SENCo to coordinate and run Individual Learning and Behaviour Plans, when required.
- Work with SENCo to maximise learning resources, learning assistant hours and timetabling to meet the vast needs of learners at Cambridge East School. This includes our English Language Learners through ESOL Programmes.

Build staff capability

- Coach kaiako and learning assistants in evidence-informed, accessible and culturally responsive practices. Model strategies or work with learners where this helps staff put a support plan into practice.
- Help teams strengthen everyday classroom teaching and agree when targeted or specialist support is needed. Review how well each level of support is working.

Partner with learners and whaanau

- Make sure learner and whaanau perspectives shape goals and decisions. Explain support options, referral processes and next steps in plain language.
- Work with whaanau and staff to plan transitions into school, between classes or phases, and on to the next school.

Connect with specialists and other schools

- Coordinate referrals and follow-up with Resource Teachers of Learning and Behaviour (RTLB), Ministry of Education Learning Support and other relevant outside services. Clarify who will do what and when progress will be reviewed.
- Maintain relationships with early learning services, receiving schools and other LSCs. Connect with Cambridge Schools colleagues, through Maanaki Aakonga, where this supports shared practice or learner transitions.

Advise school leaders and review impact

- Share patterns in learner needs, gaps in provision and staff development priorities with the Principal and senior leadership team. Advise on how learning support resources can best be used.
- Use progress information and feedback from learners, whaanau and staff to review the impact of support. Agree next steps and raise issues that need a leadership decision.

Essential experience and capabilities

- Relevant teaching qualification, New Zealand teacher registration and a current full practising certificate.
- Successful classroom teaching experience that demonstrates effective inclusion of learners with disabilities or additional learning needs.
- Ability to interpret assessment information, plan adjustments and use evidence to review progress.
- Ability to lead through influence, coach colleagues and coordinate work across staff, whaanau and specialist services.
- Ability to uphold Te Tiriti o Waitangi through culturally responsive practice, including listening to Maaori learners and whaanau and taking their aspirations into account when planning support.
- Sound professional judgement, including clear communication, reliable follow-through and careful handling of confidential information.

Desirable experience

Previous LSC or SENCo experience, or equivalent coordination experience, and familiarity with primary learning support pathways such as working with RTLB and Ministry specialist services.

APPLICATION FOR APPOINTMENT

Please fill in this form and attach a CV and Covering Letter which addresses the requirements of the Job Description, Person Specification and details of your education and work history.

Personal Details			
Surname			
First Name(s)			
Postal Address			
Email			
Phone	Home:	Mobile:	Work:
Teacher Registration No.		Are you provisionally registered?	YES / NO
MOE Number			
Qualification(s)			

Employment History		
Place of Employment	**Time in Position**	**Position held**

Please indicate your curriculum strengths (tick)					
	Reading		Writing		Maths
	Physical Education		Health		Social Sciences
	Technology		Arts		Science

Please indicate other experience you have and outside agencies you have worked with (tick)					
	Early Intervention Team		Ministry Behaviour Team		ESOL / ELL
	RTLB		CDC		Speech Language Therapist
	Senior Leadership Experience		Classroom Environment		ICT Skills
	SENCo/LSC Experience		Classroom Management		Inquiry Learning
	Formative Assessment		Structured Literacy Trained		Other…

Referees

Please list two referees whose consent has been obtained and who may be contacted for a confidential reference

Referee 1			
Name			
Workplace			
Relationship			
Phone	**Mobile:**	**Work:**	**Home:**
Referee 2			
Name			
Workplace			
Relationship			
Phone	**Mobile:**	**Work:**	**Home:**

In accordance with Section 6 of the Privacy Act, I authorise Cambridge East School Appointments Committee to contact any of my previous employer(s) and/or the referees listed above to obtain an evaluative report of my work: **YES / NO**

Signed: Date:

Convictions Against the Law

Have you ever been convicted of any offence against the law (excluding minor traffic offences), or know of any reason why you should not be employed in a school environment? **YES / NO**

If Yes, please give brief details:

Health

Do you have, or have you ever had, a medical condition caused by gradual process, or an injury, illness or disability which the tasks of the job may aggravate or contribute to, or which may affect your ability to carry out the work of the position applied for: **YES / NO**

If yes, please give brief details:

How many sick days have you required in the previous 12 months, either due to your health or the health of a family member?	

Please provide any additional information in relation to health:

Declaration

I certify that the information given in this application and accompanying CV is, to the best of my knowledge, correct. False or incomplete information may be grounds for terminating an appointment.

Please note that this application is reliant on all background checks being completed for the successful applicant as part of the Vulnerable Children's Act 2014.

Signed: Date: