Te Kura o Hau Karetu

He waka eke noa: *We're all in this waka together*
32 Hillside Drive, Māoribank, UPPER HUTT 5018
Phone (04) 5269-552, 027-5269-552
Email: office@tehaukaretu.school.nz

Upper Hutt Learning Network,
Appointment of Learning Support Coordinator, Permanent

18 November 2026

Dear Applicant,

Thank you for expressing an interest in the full-time, permanent position of 'Learning Support Coordinator' for the Upper Hutt Cluster of Schools, specifically for **Upper Hutt Primary**.

The Upper Hutt Cluster of Schools is unique in that we have one school who employs 11 of our Learning Support Coordinators across our cluster. LSCs work as a team to ensure support for the role.

The following documents are included in this application pack:

- Job description
- Application to be completed for appointment

Application or queries is to be emailed to Karen Wellington at principal@tehaukaretu.school.nz with your CV, application form, covering letter and the names of three referees by 16th November 2026 at 3pm.

Timeline:
Applications close 7th December 2026 at 3pm
Interviews 9th December 2026 at Upper Hutt Primary

Yours sincerely,

Karen Wellington
Employing Principal

Application for Appointment

TO: The Upper Hutt Principals' Association

POSITION APPLIED FOR: Learning Support Coordinator – Upper Hutt Primary School

PERSONAL DETAILS
Name: _____
Address: _____
Phone: _____
Email: _____

Are you a NZ registered teacher? Yes/No
Registration No: _____ Expiry Date: _____
Citizenship _____

PRESENT EMPLOYER
Name: _____
Address: _____Phone:_____

Position Held: _____

REFEREES
Name: _____ Phone: _____
Address: _____
Email: _____
Relationship: _____

Name: _____ Phone: _____
Address: _____
Email: _____
Relationship: _____

Name: _____ Phone: _____
Address: _____
Email: _____
Relationship: _____

TERTIARY EDUCATION QUALIFICATIONS (may be included in CV)

_____
_____
_____
_____
_____
_____

Successful applicants will be required to provide verified copies of qualifications

TEACHING SERVICE (may be included in CV)
Position and Dates served:

_____
_____
_____
_____

_____

_____

OTHER INFORMATION

1. Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the role description attached? Yes/no

If yes, please give details below:

_____

_____

_____

2. Do you have any matters relating to yourself currently or previously before the Education Council? Yes/No

3. Do you have a current full New Zealand driver's licence? Yes/No

4. Do you give permission for your police record to be checked? Yes/No

5. Have you changed your name by deed poll/statutory declaration? Yes/no

Other names known by: _____

The successful applicant will be required to provide two forms of photo identification.

PRIVACY ACT 1993 (TO BE SIGNED BY APPLICANT)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the Upper Hutt School Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of teacher at this school.

APPLICANT'S SIGNATURE: _____ DATE: _____

DECLARATION

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences): received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment? Yes/no

If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand teacher.

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

APPLICANT'S SIGNATURE: _____ DATE : _____