Job Description

Learning Support Coordinator (LSC), 0.2 FTTE

Pūrākaunui School | Mihiwaka Station Road, Port Chalmers

Employer	Pūrākaunui School Board of Trustees
School	Small coastal-rural state primary school: one multi-level class, Years 0–8
Position	Permanent part-time Learning Support Coordinator: 0.2 FTTE (1 day per week, or flexible hours by agreement; could also be combined with the 0.4 FTTE Classroom Teacher role for a suitable applicant)
Start date	Term 1, 2027
Responsible to	Principal
Agreement	Primary Teachers' Collective Agreement (or equivalent Individual Employment Agreement)
Salary	Unified base salary scale, according to qualifications and experience
Allowance	Cultural Leadership Allowance available for the right person (see Part B)

About Our School

Pūrākaunui School is a small coastal-rural school with stunning views, a high adult-to-child ratio, and a close, supportive community. We are a warm, down-to-earth team of staff, tamariki, and whānau who genuinely care for one another. Because we are small, we know every child's strengths and challenges well, and we use that knowledge to tailor learning to each learner.

All our ākonga, from new entrants to Year 8, learn together in one multi-level class using a tuakana–teina approach, where older and younger children learn from and support one another. Hauora is at the heart of what we do, and children's wellbeing is always a priority.

Our first priority is strong foundations in literacy and numeracy, supported by structured literacy and targeted acceleration programmes. Every child has an individual learning plan (ILP). We

foster a hands-on, strengths-based approach to learning, with project-based learning that connects to our local environment. We are an Enviroschool, and caring for our environment is part of everyday learning.

Our School Values

Our values guide how we learn, teach, and relate to one another. We are looking for someone who lives them every day:

Manaakitaka *kindness*	Caring for others, showing respect and hospitality, and making sure everyone feels welcome and valued. ***In this role:*** *Building warm, trusting relationships with ākonga, staff, and whānau, and making sure every learner, especially those who need extra support, feels a true sense of belonging.*
Manawanui *resilience*	Being steadfast and patient, persisting when things are hard, and growing from challenges. ***In this role:*** *Helping ākonga build confidence and persistence in their learning, and staying calm, positive, and solution-focused when supporting complex needs.*
Ako *reciprocal learning*	Learning is reciprocal: we all teach and we all learn, and older and younger ākonga learn from one another. ***In this role:*** *Working collaboratively alongside staff and tamariki, remaining open to new learning, and sharing practical strategies across our team.*
Kaitiaki *guardianship*	Caring for and protecting our people, our place, and our environment, now and for the future. ***In this role:*** *Advocating for our ākonga, protecting their sensitive information, and ensuring wrap-around support is in place for their wellbeing and success.*

About the Role

The Learning Support Coordinator role is funded through the Ministry of Education's Learning Support Coordinator staffing and aligns with the Ministry's *In-school LSC Role Description (2026)*.

> ***Note:*** *The LSC must be released from classroom teaching for the LSC time, and the principal cannot hold the LSC role.*

At Pūrākaunui School, this is a **very active, hands-on, and relational role**. Because we are a small kura, we are looking for someone who works effortlessly with both **adult staff and students** to uplift teaching and learning across the whole school. You will be just as comfortable getting down on the mat to work **one-to-one or in small groups with tamariki** as you are coaching colleagues, facilitating ILPs, and liaising with Ministry of Education Learning Support specialists.

In a small school we work closely as a team, including sharing responsibility for the safety and supervision of all students while on site. Principal and management duties remain with the principal.

Part A: Learning Support Coordinator (0.2 FTTE)

Key responsibilities:

- **Hands-On Work with Tamariki:** Work directly with tamariki, both **one-to-one and in small groups**, using practical, strengths-based, and targeted teaching strategies to accelerate learning and build confidence in the classroom.
- **Supporting Neurodiverse and Diverse Learners:** Champion a strengths-based, inclusive approach for neurodiverse learners and ākonga with additional learning or behavioural needs, designing practical classroom adaptations that help them thrive.
- **Individual Learning Plans (ILPs):** Coordinate, develop, implement, and regularly review Individual Learning Plans alongside teachers, whānau, and tamariki, ensuring support is closely linked to everyday classroom learning and progress is tracked.
- **Working Alongside Adult Staff:** Partner constructively with the teaching principal, classroom teacher, and teacher aide, modelling strategies, sharing resources, and building collective capability to support teaching and learning across our Years 0–8 class.
- **Identification and Assessment:** Identify ākonga who need additional learning support or extension using assessment data, classroom observations, and whānau input.
- **Ministry of Education and External Agency Liaison:** Work collaboratively with Ministry of Education Learning Support services, RTLBs, speech-language therapists, occupational therapists, health/community agencies, and our local LSC cluster network; coordinate applications and referrals for additional support or resourcing.
- **Whānau Partnership:** Work in genuine, empathetic partnership with whānau so they feel heard, informed, and actively involved in decisions about their child's learning and wellbeing.
- **Transitions and Record-Keeping:** Support smooth transitions into school (from our local playgroup/ECEs), between phases, and on to intermediate or secondary school, while maintaining accurate, confidential records and a register of learners receiving support.
- **Ongoing Professional Learning:** Be open to continuous learning, actively participating in the Ministry's LSC induction and professional learning pathways, local LSC networks, and school self-review.

Part B: Cultural Leadership (Allowance Available)

A Cultural Leadership Allowance is available for the right person who can lead our te reo Māori programme and continue to foster tikanga Māori across our school.

Key responsibilities:

- Lead and teach the school's te reo Māori programme so ākonga grow their confidence and use of te reo every day.
- Continue to foster tikanga Māori in the daily life of the school, including karakia, waiata, and mihi whakatau.
- Lead or support cultural events such as Matariki, Te Wiki o te Reo Māori, and kapa haka.
- Help weave local stories, places, and pūrākau into learning, in partnership with mana whenua.
- Support the principal and board to give effect to Te Tiriti o Waitangi.

The allowance is paid to the person carrying out these responsibilities. It is not a guaranteed part of the position.

Person Specification

Essential

- **Experienced, registered teacher with a current full practising certificate** from the Teaching Council of Aotearoa New Zealand *(mandatory requirement for the LSC role)*.
- **Strong relational skills with both adults and children:** Able to work warmth-first with tamariki one-to-one while also collaborating seamlessly with teachers, teacher aides, whānau, and specialists.
- **Strengths-based, inclusive mindset:** Deep understanding of neurodiversity and diverse learning needs, viewing every learner through a lens of potential, empathy, and mana.
- **Experience with ILPs and targeted interventions:** Skilled in developing and tracking Individual Learning Plans and delivering hands-on, practical support.
- **Openness to learning and collaboration:** Eager to learn alongside our team, engage with Ministry of Education Learning Support frameworks, and share strengths across our school community.
- **Strong knowledge of the New Zealand Curriculum** (including structured literacy and numeracy acceleration approaches) across Years 0–8.
- **Well organised and discreet:** Strong communication, record-keeping, and confidentiality skills.
- **A commitment to our school values** of Manaakitaka, Manawanui, Ako, and Kaitiaki.

Desirable

- Previous experience as a Learning Support Coordinator, SENCO, RTLB, or specialist teacher, or experience working closely with the Ministry of Education Learning Support services.
- Experience in a small rural or multi-level school setting.
- Confidence in te reo Māori and tikanga Māori, and the ability to lead a te reo Māori programme (essential for the Cultural Leadership Allowance).

How to Apply

To apply, send a brief cover letter and CV to **principal@purakaunui.school.nz**. Applications close **Friday 4 December 2026**.

Your application must include:

- A chronological summary of your work history for at least the past five years, including the positions you held and the organisations you worked for.
- Your teacher registration and full practising certificate details.
- Any professional organisations you belong to that are relevant to this role.
- Any licences relevant to the role (for example, a driver's licence if you may drive students).
- Any other relevant qualifications, including those gained since registering as a teacher.
- The names and work contact details of at least two professional referees, including your current or most recent employer.

Reference checks are made by phone or video call, not by written reference, and the same questions are used for every applicant.

Conditions

- Appointment is subject to safety checking under the Children's Act 2014, including Police vetting, identity verification, and reference checks.
- Days/hours of work to be agreed upon appointment.
- This job description may be reviewed by agreement as the needs of the school change.

Agreed By

Principal	Appointee
Signature: _____	Signature: _____
Date: _____	Date: _____