

Nau mai, haere mai ki Somerfield Te Kura Wairepo



Application Package 2026 Permanent 0.6



Tēnā koe,

Thank you for your interest in the **Permanent Learning Support Coordinator** position at Somerfield Te Kura Wairepo, beginning 2026.

Somerfield Te Kura Wairepo is located in the heart of Somerfield, a diverse and connected community set at the base of the Cashmere Hills in Christchurch. We are a co-educational state primary school, covering Years 0 - 6. We are known for our SMART values, which stands for Socially Adept, Motivated, Articulate, Resilient, Thinkers. Our school is committed to fostering positive relationships with our tamariki | children, whānau | families, colleagues, and building partnerships beyond the school.

We are only as good as our people. Our dedicated and passionate kaiako | teachers are highly skilled and committed to the success of every child, working hard to ensure each student reaches their full potential. They are committed to a collaborative model of professional practice. This shared approach to design ensures consistency and innovation, which teachers then bring to life in their individual teaching spaces. We are supported by an enthusiastic and dedicated learning support team focused on supporting children with additional educational needs.

Somerfield Te Kura Wairepo is committed to the wellbeing of its students, believing that children must be well before they can learn. The school works in partnership with whānau to provide a supportive learning environment. The teaching staff is passionate, committed, and well-resourced, focusing on the learning of every child.

The school is governed soundly by the School Board. The focus of the board is ensuring every student can achieve their highest possible educational and social potential during their time with us. Its primary purpose is to provide governance and strategic direction, ensuring the school provides a safe, high-quality education for all our students..

Thank you for your interest and we look forward to hearing from you.

Kā manaakitaka,



Meagan Kelly

Tumuaki | Principal

Somerfield Te Kura Wairepo



Instructions for applicants

Please submit the following documents to j.bassett@somerfield.school.nz by 4pm on Wednesday 5 November 2025.

1. A cover letter addressing the job vacancy
2. Your C.V., including three references (if an external applicant)
3. The completed application form (if an external applicant)

Advertisement

Somerfield Te Kura Wairepo is a vibrant primary school guided by our SMART values and a commitment to fostering connected, engaged, and curious learners. We seek an experienced and dedicated educator for the role of Learning Support Coordinator (LSC) to strengthen our culture of inclusion and ensure every ākonga | learner reaches their full potential.

The LSC will play a crucial role in delivering learning support and specialised programmes, ensuring highly effective provision that is responsive to the diverse needs of our students, with a strong focus on equity and acceleration of learning. This role will include teaching interventions and applicants can expect a large teaching component.

We are seeking a candidate whose practice reflects their strengths, values, and commitment to ongoing growth within a collaborative environment. The ideal person will possess:

- Proven experience in supporting and including ākonga with learning support needs within the classroom setting.
- Strong relationship-building skills with ākonga, staff, parents, whānau, and the wider community.
- Expert knowledge of learning support practices, assessment, and intervention strategies.
- A commitment to providing culturally responsive support that upholds the principles of Te Tiriti o Waitangi and Teaching to the North East principles.
- Empathy, integrity, and a disposition to be a tireless advocate for students.
- Strong communication and influencing skills to work collaboratively across the school.

If you are passionate about inclusive education and supporting every learner to succeed, we would love to hear from you.

Visits to the school are warmly welcomed and encouraged prior to application.



Timeline

Applications close Wednesday 5 November, 4:00pm

Shortlisted applicants notified Friday 7 November

Interviews week of Monday 10 November

Job Description: Learning Support Coordinator (LSC)

Role Overview

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Reporting Structure and Key Relationships

Reports To	Special Education Needs Coordinator (SENCO) and Senior Leadership Team (SLT)
Key Internal Relationships	SENCO, SLT, Curriculum Lead, Teaching Staff, Learning Support Team, <i>Ākonga, Whānau</i>
Key External Relationships	Resource Teacher: Learning and Behaviour (RTLB), Ministry of Education (MoE) specialists, External agencies

Core Responsibilities

The Learning Support Coordinator’s responsibilities focus on the strategic development, coordination, and delivery of learning support across the school. This role is a key advocacy position, championing the needs of students requiring additional support.

1. Intervention and Support Delivery

- **Interventions:** Lead the design and delivery of high-impact learning support interventions aimed at acceleration for students with identified needs.
- **Targeted Support:** Take ownership of a specific targeted support opportunity, such as focused group instruction or one-on-one sessions, in either literacy or maths.



- **Classroom Oversight:** Work alongside teaching staff and the Learning Support Team to ensure their work is focused, effective, and supports classroom differentiation and inclusion. Provide coaching and guidance to this team.
- **Special Assessment Conditions (SAC):** Work collaboratively with the SENCO and Curriculum Lead to design, implement, and manage Special Assessment Conditions (SAC) for students requiring adjustments for assessments.

2. Case Management and Programme Coordination (ORS, EAL, RTLB)

- **Learning Support Register:** Maintain an accurate and up-to-date Learning Support Register, tracking student needs, support provided, and progress toward goals.
- **Individualised Planning:** Coordinate and facilitate the development and review of Individual Learning Plans (ILPs) and support plans, involving teaching staff, *ākonga*, and *whānau* in a meaningful, culturally responsive process.
- **Liaison with External Agencies:** Manage the relationship and referral process for external agencies, including liaison with RTLB and specialists from the Ministry of Education.
- **ORS Management:** Assist the SENCO with the coordination, implementation, and review of support for students funded through the Ongoing Resourcing Scheme (ORS).
- **EAL Programme:** Manage and coordinate the school's English as an Additional Language (EAL) programme, including tracking students, coordinating support, and ensuring effective instruction.

3. Strategic Leadership and Advocacy

- **Inclusion Champion:** Act as a school-wide champion and advocate for inclusion and differentiation practices, ensuring equitable outcomes for all *ākonga*.
- **Whole-School Strategy:** Work closely with the SENCO and SLT to contribute to the strategic direction of learning support, ensuring alignment with the school's vision and the New Zealand Curriculum.
- **Professional Development:** Design and deliver targeted Professional Development (PD) for staff and the Learning Support Team to build collective capability in inclusive practices, differentiation strategies, and effective interventions.
- **Meetings and Collaboration:** Attend staff and *rōpū* (team/syndicate) meetings to provide support, share best practice, and ensure learning needs are addressed in curriculum planning

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Personal Attributes

The successful candidate will demonstrate a strong commitment to the school's bicultural journey and its SMART values. They will possess:

- Exceptional organisational and communication skills.
- A proven ability to work collaboratively with a diverse range of stakeholders.
- Expert knowledge of learning support practices, assessment, and intervention strategies.
- Empathy, integrity, and a disposition to be a tireless advocate for students.

Note on Role Evolution

The specific tasks and primary focus of this role have an opportunity to evolve based on the skills, experience, and disposition of the person appointed. The LSC will work with the SENCO and SLT to refine priorities in response to the changing needs of Somerfield Te Kura Wairepo ākonga.

