

Cheviot Area School



Application Pack

Learning Support Coordinator & ORS
Specialist Teacher

INFORMATION FOR APPLICANTS

Thank you for your interest in the position. Cheviot Area School is seeking a passionate and skilled teacher to fill the roles of Fixed-Term, part-time 0.6 FTTE Learning Support Coordinator and Fixed-Term, part-time 0.2 FTTE ORS Specialist Teacher to cover parental leave. We want to make the job as attractive as possible for the right person. There will also be another 0.2 FTTE ORS Specialist Teacher to cover recruitment, bring this appointment to 1.0 FTTE for 3 terms in 2025.

A Management Unit for SENCO is available.

Please write a cover letter that explains why you are the right person to help and inspire our students.

What we offer:

- **Flexibility:** Flexible working arrangements may be arranged to suit your needs.
- **Supportive Environment:** A welcoming and collaborative school community. An induction programme with the current LSC.
- **Professional Development:** Opportunities for further training and career growth.
- **Autonomy and variety:** A rewarding role with a high degree of autonomy and the opportunity to engage in a variety of tasks school-wide.
- **Accommodation:** We have a nice sunny school house available for you to move into immediately.

What we need:

- **Qualifications:** Current full NZ teaching practising certificate
- **Experience:** Proven experience in a learning support or similar role.
- **Skills:** Strong communication and organisational skills.
- **Passion:** A genuine commitment to inclusive education and a student-focused mindset to support successful learning for all students.
- **Positive Team Player:** You will be working with outside agencies, support staff, teachers and school leadership. Positive collaboration, in line with our staff values, is essential.

Key Responsibilities (LSC):

- Responsibility for maintaining a student register with learning support needs, support plans, resource allocation, and services for each learner. Develop and implement individualised programs for students with diverse learning needs.
- Coordinate and collaborate with school leaders, teachers, parents, and external professionals to provide comprehensive, individualised support for learners with additional needs.
- Monitor and assess student progress, adjusting support strategies as needed.
- Provide guidance and professional development for staff on inclusive education practices to build teacher capacity.
- Foster a positive, inclusive school culture that supports student well-being and achievement.
- Oversee the educational and administrative programme of learning for English Language Learners, using 'The Learning Village' platform.

Key Responsibilities (Specialist ORS Teacher):

- Develop and implement IEPs tailored to each student's unique needs.
- Collaborate with whānau, teachers, teacher aides and other outside professionals to set and execute realistic and achievable goals.
- Provide direct teaching to students, adapting the curriculum to meet their individual needs.
- Source and manage teaching materials and resources

How to Apply

We will be shortlisting applicants against the “What we need” criteria. Please refer to these in your cover letter. Detail your relevant experience and why you are passionate about this role.

Please submit your completed application form, resume and a cover letter to jcrump@cheviot.school.nz

Application Deadline

Applications close: Friday 22nd November 2025.

Start Date: Flexible but ideally beginning of Term 4.

Employment Conditions

Area School Teachers' Collective Agreement (ASTCA)

School Housing

Is available.

Visits to Cheviot Area School

Applicants are able to arrange a visit to Cheviot Area School. Please contact the Business Manager Jenny Crump jcrump@cheviot.school.nz to arrange a time.

Teacher Registration

Applicants must hold a current NZ practicing certificate.

Useful Links

Website

Cheviot Area School - <http://www.cheviot.school.nz>

Cheviot Town - <https://www.cheviotnz.com/>

Facebook

Cheviot Area School - <https://www.facebook.com/cheviotareaschool/>

Cheviot Town - <https://www.facebook.com/CheviotNZ/>

About Cheviot

Cheviot is a town in the Hurunui District of north Canterbury, on the east coast of the South Island of New Zealand. It is located on State Highway 1, approximately 112 kilometers north of Christchurch and 68 kilometers south of Kaikōura.

Cheviot is steeped in history and was put on the map when Cheviot hills estate was established by William 'Ready Money' Robinson. Cheviot Hills was one of Canterbury's largest 19th-century properties. Robinson's run stretched from the Hurunui River to the Waiau River, out to the Pacific coast and to the Lowry Hills in the west - a total of 33,600 hectares. In 1893, the Government bought Cheviot Hills and divided the estate into smaller ballot farms.

While Cheviot Hills 'mansion house' burned down in 1936, the foundations and magnificent grounds are now part of the Cheviot Hills Domain. The Domain has many lovely walking and cycling tracks with majestic oak trees and specimen plantings. Nearby Findlay's Plantation provides spectacular views of the township and surrounding countryside.



Cheviot remains a thriving agricultural district with sheep and beef farming the prevalent land use, alongside deer and arable cropping.

Gore Bay is a well-known surfing and swimming beach and popular holiday spot. At low tide it is possible to walk around the coast to Port Robinson and Manuka Bay where a track through coastal forest brings you to a lookout above the bay with views to the Kaikōura mountains and Hurunui River mouth.

Both the Hurunui and Waiau rivers reward anglers with sea-run salmon, trout, and whitebait. The clean, clear waters are popular with kayakers and jetboaters, and the many swimming holes are a welcome retreat on a hot summer's day.

The Hurunui River mouth and Mata Kopae/St Annes Lagoon were important food sources for Māori who travelled along the east coast between Kaikōura and Kaiapoi. In 2017 the Mata Kopae/St Annes lagoon dried out and its eels' faced disaster. The local community banded together with Environment Canterbury (ECan) staff, members of Ngāi Tūahuriri and Cheviot Area School students to rescue eels stranded by the receding water.

There is an attractive 12-hole golf course open to the public, an immaculate bowling green, and several sporting clubs and societies including children's dance, karate and surfing and an avid craft group in the town.

Cheviot is full of passionate people who get involved in many areas of the community including the local annual A & P show, volunteering for our local fire and ambulance services. In August 2019, the community members launched a development plan to restore the Jed River and its tributaries. A committee was formed and is now working towards consolidating the vision, goals and the first projects for the group. They are looking to partnering with Te Runanga o Kaikōura and joining the Hurunui District Landcare Group, to together to improving the overall mauri/lifeforce of the Jed River catchment.

While predominately a farming district, Cheviot has an impressive collection of trades and services in the community. You will find everything from builders, fencers, massage and beauty therapists to vets, mechanics, and a marriage celebrant in our rural town.

Cheviot also has a good selection of retail shops and accommodation and is very close to Rangiora, Kaikōura and Christchurch for all the things you can't find locally.



