

## Application for Appointment (Non-teaching)

### Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

**POSITION APPLIED FOR:**     **Learning Assistant**  
**Fixed Term**  
**Part Time (27.5 hours per week, term time only)**

### PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:
Postal Address:	
Telephone Nos: Home:	Mobile:
Email Address:	
Ministry of Education Employment No (if previously employed in the education sector):	
Date of Birth:	Gender: Ethnicity:
Emergency Contact Name:	
Telephone Nos: Home:	Mobile:
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)	
Any other personal details relevant to your application for appointment:	

### CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. An outline of relevant qualifications and experience, including your current position.
2. The strengths and abilities you would bring to this position.

## REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

## DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of **any** offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees and previous employers. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

---

Please return this form in an envelope clearly marked JOB APPLICATION, or email to:

Daniel Wilson  
Principal  
Nayland College  
Nayland Road  
Stoke 7011  
Nelson

School Ph: (03) 547 - 9769  
Fax: (03) 547 - 3498

Email: [belinda.lee@nayland.school.nz](mailto:belinda.lee@nayland.school.nz)

## INFORMATION FOR APPLICANTS

### POSITION:

**Learning Assistant**

**Fixed-term (Start date TBC – 13 Dec 2025)**

**Part-time (27.5hrs per week, term time only)**

We are seeking a dynamic and enthusiastic person to join our hardworking learning support team. This person will contribute to our positive culture and understand how strong relationships enhance personal growth for young people. The successful applicant will have proven experience in providing support to learners with identified needs and must have sympathy for the needs of young people, showing initiative and independence in meeting those needs. The ability to communicate with both learners and staff is essential.

We are located in the beautiful city of Nelson, giving you the opportunity to work whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

Applicants must have NZ residency or a valid NZ work visa. A satisfactory NZ Police Vet will be required before commencing work.

### APPLICATION:

Please complete the attached application form, include a covering letter and CV detailing qualifications and previous experience, and either email or post to the details below.

Email: [belinda.lee@nayland.school.nz](mailto:belinda.lee@nayland.school.nz)

Address: Nayland College, 166 Nayland Road, Stoke, Nelson 7011

### INTERVIEWS:

Shortlisted applicants will be contacted for an interview ASAP.

### APPOINTMENT:

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties at a mutually agreeable date.

### ADDITIONAL INFORMATION:

Enquiries can be answered by:

Belinda Lee – Executive Assistant and Board Secretary

P: 03 547 9769 ext 800

E: [belinda.lee@nayland.school.nz](mailto:belinda.lee@nayland.school.nz)

# LEARNING ASSISTANT

## JOB DESCRIPTION 2025



### Employee:

**Hours per week:** Part time (27.5 hours per week / term time only)

**Tenure:** Fixed Term (T3 – T4 2025)

**Responsible to:** (i) School Board (Rachel Robinson, Presiding Member)  
(ii) Principal (Daniel Wilson)  
(ii) Line Manager (Hub Manager/Learning Support Coordinator)

Duties		
1.	<b>Te Tiriti o Waitangi</b>	a. Display a commitment to honouring the principles of Te Tiriti o Waitangi, ensuring rangatahi experience rich learning and opportunities.
2.	<b>General expectations</b> <i>As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies</i>	a. Positive professional relationships with all staff members are maintained. b. Contact with all students is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance. c. School administration is supported. d. The hours of work as arranged are strictly followed. e. Line manager is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary. f. Any other tasks as allocated or directed by line manager.
3.	<b>Primary Expectations</b>	a. The Learning Assistant will be suitably qualified with proven experience in providing support to students with identified needs. b. Learning Assistant must have sympathy for the needs of young people and show initiative and independence in meeting those needs. c. The ability to communicate with both pupils and staff is essential. d. <b>Confidentiality is a key requirement for this position.</b>
4.	<b>Supporting students with identified needs</b> <i>(Employee may partake in one or more of the following activities)</i>	Learning Assistant follows structured programmes, however, can make minor adaption and creates activities. a. Works with individual students and small groups delivering a range of subjects and topics OR works more in-depth in a single or limited range of subjects. b. Will make minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs. c. Designs activities to supplement programmes. d. Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing. e. Has occasional supervisory responsibility for other employees, parent help or volunteers.

		<ul style="list-style-type: none"> <li>f. Uses multi-cultural knowledge to guide students and colleagues or develop rapport, uses a language other than English in daily conversations to provide assistance or respond to needs.</li> <li>g. Uses a basic level of te reo Māori and tikanga Māori where appropriate, displaying an awareness and sensitivity to the needs of all students.</li> </ul>
<b>5.</b>	<b>Learning Assistant directly supports students with specific health, behavioural and/or other needs</b> <i>(Employee may partake in one or more of the following activities)</i>	<ul style="list-style-type: none"> <li>a. Provides direct support for specific health, behavioural and/or other needs of student/s in order to enhance the student's ability to integrate, improve, be independent and participate more fully in school.</li> <li>b. Implements behavioural, physiotherapy, and/or occupational therapy programmes as prescribed by specialists.</li> <li>c. Responsible for a range of physical care and will be required to ensure the student's dignity is maintained.</li> <li>d. Precision in providing care and safe handling is required.</li> <li>e. If responsible for behavioural needs students, must be constantly monitoring for escalating behaviours and diffuse these situations.</li> </ul>
<b>6.</b>	<b>General</b>	<ul style="list-style-type: none"> <li>a. Assisting the student in movement from class to class where necessary and some supervision during interval and lunchtime.</li> <li>b. Attend regular Learning Assistant meetings and take up professional development opportunities as offered.</li> <li>c. Maintain communication with line manager so as to maximise the coverage of identified classes and individuals.</li> <li>d. It should be noted that other tasks and duties may be allocated by agreement in consultation with the Learning Support Coordinator, Senior Leadership Team and the Hub Manager as and when required.</li> </ul>

## PROFESSIONAL DEVELOPMENT AND REVIEW

The Learning Assistant is expected to set professional goals and participate in the Nayland College professional development process, which will include an annual performance appraisal.

Professional development discussions with line manager will help identify strengths, highlight issues needing resolution and confirm professional goals. The Learning Assistant will undertake training identified as necessary.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Note: This Job Description should be read in conjunction with the relevant Contract of Employment.

This Job Description may be reviewed annually at the discretion of the Principal.

---

**Daniel Wilson**  
(Principal)

---

**Date**

---

**(Employee)**

---

**Date**