

Application for Appointment

Position applied for **Kaiāwhina Ākonga – Learning Assistant (Youth Nelson)**

Tenure Fixed Term
(28 January 2026 – January 2027, 20-30 hours per week)

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.

Personal Details

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other:

Full Name

Postal Address

Mobile Phone

Email Address

Date of Birth (optional)

Gender

Ethnicity

Emergency Contact Name

Emergency Contact Mobile

Are you a NZ Citizen/Resident? ☐ Yes ☐ No

If No do you hold a Work Visa/Permit? ☐ Yes ☐ No (Relevant documents must be sighted)

Teaching Registration Details

Registration Status ☐ Full ☐ Provisional ☐ Subject to Confirmation ☐ LAT

Registration Number

Renewal Date

Ministry of Education Employment Number (if previously employed in education sector)

Referees

Please provide the names and contact details for two references who may be contacted to provide information to support your application.

Name	Name
Address	Address
Phone	Phone
Email	Email
Relationship	Relationship

Declaration

Please describe any injury or illness, or other known conditions that 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 a school environment?

☐ NO ☐ YES If YES, you may be asked to provide a copy of 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
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Please return this application form with your CV and cover letter before **12.00pm on Wednesday 10 December 2025** to:

Daniel Wilson
Principal
Nayland College
166 Nayland Road
Stoke
Nelson 7010

or

Belinda Lee
Executive Assistant and Board Secretary
belinda.lee@nayland.school.nz



Vacancy Information for Applicants

Position	Kaiāwhna Ākonga – Learning Assistant (Youth Nelson)
Tenure	Fixed Term (28 January 2026 – January 2027, 20-30 hours per week)

Rangatahi o Whakatū / Youth Nelson is an Alternative Education provider for rangatahi aged 12-16yrs who have disengaged from mainstream education. Our feeder kura include Nelson College, Nelson College for Girls and Nayland College.

We are seeking a Kaiāwhina Ākonga, a learning support assistant to tautoko rangatahi within the Alternative Education Program.

About the role

Working closely with the centre manager and other tutors/learning assistants you will provide assistance that fosters rangatahi development, both social/personal and educational. The ideal outcome is to support seamless reintegration into mainstream education or to further training/employment.

Key responsibilities

- Support rangatahi with learning, social development, and life skills
- Assist with classroom planning, literacy/numeracy, test prep, and behaviour management
- Provide mentoring, pastoral care, and transport as needed
- Engage with whānau and contribute to program planning and evaluation
- Maintain resources, complete reporting and administration

About you

To be effective in this role you will need to have experience working with rangatahi in education or youth development, with an understanding of te ao Māori and Te Tiriti based approaches. An understanding of issues impacting rangatahi including social, health, economic and education barriers would be helpful and a strengths based approach is essential. The ability to work closely with a team in a responsive and mana enhancing manner is essential.

If you're passionate about creating better outcomes for rangatahi, we'd love to hear from you!

For confidential enquiries, please contact Sharon Lukitau-Ngaamo 0274 846 024 or email youth.nelson@nayland.school.nz

Application

Applications close with the Principal at **12.00pm on Wednesday 10 December 2025**.

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

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

Interviews

Shortlisted applicants will be contacted for an interview within 7-10 days of the closing date.

Appointment

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties from 28 January 2026.

Additional Information

A job description and relevant application form is attached.

Enquiries can be answered by:

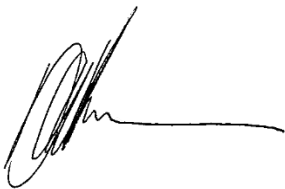
Belinda Lee – Executive Assistant and Board Secretary

P: 03 547 9769 ext 800

E: belinda.lee@nayland.school.nz

Nayland College is an equal opportunities employer. Please contact the Principal if there is further information or clarification required.

Thank you for your enquiry.

A handwritten signature in black ink, appearing to be 'Daniel Wilson', with a long horizontal line extending to the right.

Daniel Wilson

Principal

Position Description

Kaiāwhina Ākonga – Learning Assistant (Youth Nelson)

Name	
Hours per week	20-30 hours per week (negotiable)
Tenure	Fixed Term (<i>January 2026 – January 2027</i>)
Responsible to	Nayland College School Board (Presiding Member) Deputy Principal Youth Nelson Manager

Core Responsibilities

As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies.

- Display a commitment to honouring the principles of Te Tiriti o Waitangi in all personal, online and digital interactions with staff, students and whānau.
- Positive professional relationships with all staff members are maintained.
- Contact with all students is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance.
- School administration is supported.
- The hours of work as arranged are strictly followed.
- The Youth Nelson Manager is informed of any absence from work immediately (illness etc.) so that other arrangements can be made if necessary.
- Any other tasks as allocated or directed by the Youth Nelson Manager.

Primary expectations

- The Learning Assistant will be suitably qualified with proven experience in providing support to students with identified needs.
- The Learning Assistant must have sympathy for the needs of young people and show initiative and independence in meeting those needs.
- The ability to communicate with both pupils and staff is essential.
- **Confidentiality is a key requirement for this position.**

Supporting students with identified needs (Employee may partake on one or more of the following activities)

The Learning Assistant follows structured programmes, however, can make minor adaptations and create activities.

- 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.
- Will make minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs
- Designs activities to supplement programmes.
- Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing.
- Has occasional supervisory responsibility for other employees, parent help or volunteers.
- 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.

Learning Assistant directly supports students with specific health, behavioural and/or other needs (Employee may partake on one or more of the following activities)

- 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.
- Implements behavioural, physiotherapy, and/or occupational therapy programmes as prescribed by specialists.
- Responsible for a range of physical care and will be required to ensure the student's dignity is maintained.
- Precision in providing care and safe handling is required.
- If responsible for behavioural needs students, must be constantly monitoring for escalating behaviours and diffuse these situations.

Supporting and guiding te reo Māori and tikanga (Employee may partake on one or more of the following activities)

- Adapts and prepares te reo Māori resources and activities to support programmes.
- Supports teachers by guiding students and colleagues in tikanga on marae and during pōwhiri
- Participates in activities that encourage kaitiakitanga.
- Supports and encourages the use of te reo Māori in the classroom.
- May use te reo Māori in daily conversations to provide assistance or respond to needs.

General

- Supervising the student during interval and lunchtime when required.
- Attend regular Learning Assistant meetings and take up professional development opportunities as offered.
- Maintain communication with the Youth Nelson Manager to maximise the coverage of identified classes and individuals.
- It should be noted that other tasks and duties may be allocated by agreement in consultation with the Youth Nelson Manager, and Senior Leadership Team as and when required

Professional Development and Review

The Learning Assistant is expected to set professional goals and participate in the Youth Nelson Professional Development Process.

Professional Development discussions with Youth Nelson 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.

[Name]

Learning Assistant – Youth Nelson

Date

Daniel Wilson

Principal

Date
