

## Vacancy Information for Applicants

<b>Position</b>	<b>Learning Assistant</b>
<b>Tenure</b>	Fixed Term, Part Time
	<i>27.5 hours per week, 2026 term time only</i>

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

Applications close with the Principal at **12.00pm on Friday 20 February 2026**.

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: [hr@nayland.school.nz](mailto:hr@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 applicants will commence their new duties at a mutually agreeable date.

## **Additional Information**

A job description and relevant application form is attached.

Enquiries can be answered by:

Alice Scott, Deputy Principal  
P: 03 547 9769 ext 836  
E: [alice.scott@nayland.school.nz](mailto:alice.scott@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 blue ink, appearing to read "HB".

**Hannah Banks**  
Acting Principal

## Position Description

### Learning Assistant

<b>Name</b>	
<b>Tenure</b>	Fixed Term, Part Time ( <i>27.5 hours per week, 2026 term time only</i> )
<b>Responsible to</b>	Board of Trustees (Presiding Member) Principal Deputy Principal Learning Hub Manager

## Core Responsibilities

### Te Tiriti o Waitangi

- Display a commitment to honouring the principles of Te Tiriti o Waitangi within the learning area and the wider school.

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

- 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.
- Senior Leadership Team 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 Senior Leadership Team.

### Primary expectations

- The Learning Assistant will be suitably qualified with proven experience in providing support to students with identified needs.
- 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 in one or more of the following activities)

Learning Assistant follows structured programmes, however, can make minor adaption and creates 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 adaptions 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 in 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

## **General**

- Assisting the student in movement from class to class where necessary and some supervision during interval and lunchtime.
- Attend regular Learning Assistant meetings and take up professional development opportunities as offered.
- Maintain communication with the Learning Hub Manager so as 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 Learning Support Coordinator, Senior Leadership Team and the Hub Manager as and when required.

## **Professional Development and Review**

- The Learning Assistant is expected to set professional goals and participate in the Nayland College Professional Development Process.
- Professional development discussions with Senior Leadership Team 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 Position Description should be read in conjunction with the relevant Contract of Employment.
- This Position Description may be reviewed annually at the discretion of the Principal.

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**[Name]**  
Learning Assistant

**Date**

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**Hannah Banks**  
Acting Principal

**Date**

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## Application for Appointment

<b>Position applied for</b>	<b>Learning Assistant</b>
<b>Tenure</b>	Fixed Term, Part Time ( <i>27.5 hours per week, 2026 term time only</i> )

### 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

<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
<b>Full Name</b>					
<b>Postal Address</b>					
<b>Mobile Phone</b>					
<b>Email Address</b>					
<b>Date of Birth</b> (optional)					
<b>Gender</b>					
<b>Ethnicity</b>					
<b>Emergency Contact Name</b>					
<b>Emergency Contact Mobile</b>					
<b>Are you a NZ Citizen/Resident?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
<b>If No do you hold a Work Visa/Permit?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Relevant documents must be sighted)		

### Teaching Registration Details (if applicable)

<b>Registration Status</b>	<input type="checkbox"/> Full	<input type="checkbox"/> Provisional	<input type="checkbox"/> Subject to Confirmation	<input type="checkbox"/> LAT
<b>Registration Number</b>				
<b>Renewal Date</b>				
<b>Ministry of Education Employment Number</b> (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.**

<b>Name</b>	<b>Name</b>
<hr/>	<hr/>
<b>Address</b>	<b>Address</b>
<hr/>	<hr/>
<b>Phone</b>	<b>Phone</b>
<hr/>	<hr/>
<b>Email</b>	<b>Email</b>
<hr/>	<hr/>
<b>Relationship</b>	<b>Relationship</b>
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## 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.**

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**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.

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**Applicant's Signature**

**Date**

Please return this application form with your CV and cover letter before 12pm on Friday 27 February 2026 to:

**Hannah Banks**  
Acting Principal  
Nayland College  
166 Nayland Road  
Stoke  
Nelson 7010

or

**Email to**  
[hr@nayland.school.nz](mailto:hr@nayland.school.nz)