



Vacancy Information for Applicants

Position	Kaihautū/Centre Manager – Rangatahi o Whakatū/Youth Nelson
Tenure	Fixed Term, Full Time (40 hours per week) for one year

Rangatahi o Whakatū/Youth Nelson is seeking an inspiring, compassionate and capable leader to take on the role of Kaihautū/Centre Manager.

This is an exciting opportunity for someone who is passionate about providing meaningful educational opportunities for young people and understands that success looks different for every learner.

Youth Nelson provides a flexible, supportive and inclusive learning environment where rangatahi are encouraged to reconnect with education, develop confidence, experience success and build positive pathways towards their future.

As Centre Manager, you will provide educational, pastoral and operational leadership for the centre, working collaboratively with Nayland College, Nelson College for Girls, Nelson College, the Ministry of Education, Te Kura, whānau and community agencies to ensure every young person can succeed.

We are looking for someone who

- Is an experienced and capable educational leader with a genuine passion for supporting rangatahi.
- Understands the importance of personalised learning, flexible pathways and strengths-based approaches to education.
- Can build positive, trusting relationships with young people, whānau, staff and community partners.
- Has a strong commitment to Te Tiriti o Waitangi and culturally responsive practice.
- Can lead and support a dedicated team while maintaining a safe, inclusive and welcoming learning environment.
- Has the organisational and management skills required to lead the day-to-day operations of a busy education centre.
- Believes that every young person deserves the opportunity to experience educational success, regardless of their previous experiences or circumstances.

The successful applicant will be someone who can balance the educational and pastoral needs of our rangatahi with the operational and strategic leadership required to continue developing Youth Nelson

as a place where young people feel valued, connected and empowered to achieve. The role would suit someone with experience in education or social services leadership or management roles.

Application

Applications close with the Principal at **11.59pm on Friday 16 October 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

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

Interviews

Shortlisted applicants will be contacted for an interview soon after the application closing date.

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

A job description and relevant application form is attached.

Enquiries can be answered by:

Kenny Diamond

Principal

P: 03 547 9769

E: kenny.diamond@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.



Kenny Diamond

Principal

Position Description

Kaihautū/Centre Manager – Rangatahi o Whakatū/Youth Nelson

Name	
Position	Kaihautū / Centre Manager – Rangatahi o Whakatū / Youth Nelson
Tenure	Fixed Term, Full Time (40 hours per week) for one year
Responsible to	Nayland College School Board (Presiding Member) Principal

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 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 Youth Nelson Manager will be suitably qualified with proven experience in providing support to students with identified needs.
- 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 Youth Nelson Manager creates, plans and delivers ongoing programmes requiring strong technical proficiency and skills.

- Develops programmes, lesson plans and associated resources.
- Develops and organises or has a major collaboration role in a number of complex activities or programmes requiring the development and approval of longer-term plans.
- The role de-escalates emotionally charged situations and overcomes significant barriers to learning by employing a wide range of techniques and competencies over time.
- Will have permanent supervision of other Learning Assistants or support staff.
- Requires immersion in at least two cultures and provides leadership across cultural boundaries.

Provides highly specialised support for students with complex health, behavioural and/or other needs (Employee may partake on one or more of the following activities)

- Highly specialised skills are required to provide services to students with highly complex needs.
- In-depth understanding of the students' conditions and capabilities involves the independent or shared responsibility to amend, adjust or modify the level and type of support in response to progress or change.
- Formulates programmes for student/s.
- Leads crisis management interventions.
- Will de-escalate extreme emotionally charged situations and overcomes significant barriers to learning by employing a wide range of techniques and competencies over time.
- If working with behavioural students will need to be aware and respond to unpredictable behaviours where there are significant risks of harm to the student or others.
- May provide pastoral support, services or cultural liaison to student families on the school's behalf, to enable them to engage with education, integrate into the community and/or access appropriate community assistance.

A strong leader and advocate for te reo Māori in the kura and community (Employee may partake on one or more of the following activities)

- Plans, coordinates, develops and delivers learning programmes to support students' achievement in Te Marautanga o Aotearoa.
- Teaches subjects from marau ā-kura in the national or local curriculum.
- Provides expert advice and guidance to teachers on te reo Māori, tikanga and/or how best to work with Māori students.
- Supports Kaiako and works with whanau to address serious issues of physical, emotional and/or mental wellbeing of students.
- The role requires a high level of fluency and good tikanga to apply a broad application of te reo Māori skills, customary concepts and traditions together with the ability to function effectively in Māori culture.
- Provides leadership in the school and/or community.

General Duties

- Assisting the student in movement from class to class where necessary and some supervision during interval and lunchtime.

- Attend regular meetings and take up professional development opportunities as offered.
- Maintain communication with the Youth Nelson staff 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 Senior Leadership Team as and when required.

Professional Development and Review

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

Professional Development discussions with Senior Leadership Team will help identify strengths, highlight issues needing resolution and confirm professional goals. The Youth Nelson Manager 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.

Kaihautū/Centre Manager – Rangatahi o
Whakatū/Youth Nelson

Principal

Date

Date

Application for Appointment

Position applied for Kaihautū/Centre Manager – Rangatahi o Whakatū/Youth Nelson

Tenure Fixed Term, Full Time (40 hours per week) for one year

Please state any supporting subjects

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 (if Applicable)

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 to:

Kenny Diamond Principal or
Nayland College
166 Nayland Road Stoke
Nelson 7010

Tina Marshall
Executive Assistant and Board Secretary
hr@nayland.school.nz