



Greenmeadows School
Osier Road
P.O. Box 5104
Greenmeadows
Napier
HAWKES BAY

Ph 06 8447024

Website - www.gms.school.nz

Administration email – office@gms.school.nz

9 September 2026

Tēnā koe,

Thank you for your interest in applying for the position of Learning Support Coordinator at **Greenmeadows School** commencing at the start of Term 1 2027. Please note this is a permanent part-position as it is roll generated on an annual basis. The 2027 allocation is 0.97 FTTE.

We are looking for an expert who will work collaboratively and cooperatively with learners and staff, whānau and external agencies. They will also be part of an established, highly effective and well-regarded team.

If you win this position you can be confident that you will be part of a hard-working, supportive, professional, but relaxed, environment. The children at this school are conscientious and very willing to be involved in learning. We have a very supportive staff and wider parent community who play a proactive role in the daily life of the school.

The school board and senior management team of Greenmeadows School highly desire for our school to be a place where:

- teachers want to teach and develop personally and professionally
- children readily learn, grow and achieve

We are happy to accept applications by email – either to office@gms.school.nz or markj@gms.school.nz.

Appointment Time-Frame

9 September 2026

Position advertised online

30 September 2026

Applications close 5:00 p.m.

1st to 5th October 2026

Applicants short-listed
(you will only be notified if required for an interview)

‘Ma te ako ka tipu ka taea’ – ‘Through learning we grow and achieve’

6th to 13th October 2026

Interviews held

14th October 2026

Successful applicants notified by this date

15th October 2026

Unsuccessful applicants notified

The positions commence officially Term 1 2027, at the commencement of the payroll year cycle in late January.

If you choose to proceed with your application, please send the following:

- the completed application form
- your C.V. (including an outline of your curriculum strengths and areas of interest),
- a covering letter

Please forward your application marked 'Confidential' to:

The Principal, Greenmeadows School, P.O. Box 5104, Greenmeadows, Napier, HAWKES BAY
or email either office@gms.school.nz or markj@gms.school.nz.

Applications due 5:00 p.m. 30 September 2026

If you require any further information, please refer to our school website, or do not hesitate to contact me.

I look forward to receiving your application.

Ngā mihi nui

Mark Johnson
Principal

INFORMATION ON GREENMEADOWS SCHOOL

Greenmeadows School is a well-resourced contributing primary school located in the Napier suburb of Greenmeadows.

- ◆ It is an established school, having been in existence for more than 115 years – we celebrated our centennial in October 2011.
- ◆ The school buildings are very well maintained and provide comfortable surroundings for learning.
- ◆ In 2023 we completed a significant capital works project which has seen a new classroom block, administration area, Hall and Library constructed.
- ◆ We currently have twenty-two classroom learning spaces. There are three syndicates (Tōtara, Pohutukawa and Kōwhai) that operate within the school each with their own team leader and assigned member of the senior management team.
- ◆ The roll of Greenmeadows School is presently stabilised around the 500 mark by the end of each school year.
- ◆ The school currently has an enrolment scheme to limit enrolments from out of zone areas. This was put in place in the beginning of the 2013 school year.
- ◆ The school has a strong family feeling with all children caring for each other.
- ◆ Parents support the school activities positively and their attendance at break-ups, sports events and special days is a notable aspect of the school.
- ◆ The staff is very dedicated, supportive and approachable and have a real sense of collegiality.
- ◆ The school is in an attractive and peaceful environment.
- ◆ The school is held in high esteem by the local community.
- ◆ Greenmeadows School is widely recognised for its play-based learning in Years 1 and 2.
- ◆ Our school strongly promotes physical activity and involvement in a wide range of sports.
- ◆ Our whole school playground is inclusive, positive and caring.
- ◆ Greenmeadows School has many opportunities for children to be involved with performing arts especially kapa haka, music and dance.
- ◆ The school has had considerable success in interschool competitions over recent years with students from Greenmeadows School winning sporting and academic titles.
- ◆ The school is recognised for the breadth and quality of learning support programmes that are established in the school
- ◆ Our school involves children in a whole range of sporting, extension and cultural opportunities.
- ◆ Our recent areas of professional development focus have been e-Learning, Mathematics and Written Language.
- ◆ 2022 saw the school focus on delivery of structured literacy with external PLD support, and the teaching of Mathematics and Science in 2024 to 2026.

Greenmeadows School - Person Specification and Information
Learning Support Coordinator

Primary Role

The successful applicant will have key responsibilities including:

- Working alongside our existing SENCO and senior management team
- Coordinating learning support for students with additional learning, behavioural, social, emotional, or developmental needs
- Developing, coordinating and monitoring IEPs and other support plans
- Supporting and monitoring literacy interventions across the school
- Coordinating referrals and communication with external specialists and agencies
- Contributing to school-wide planning, policies and initiatives relating to inclusion, student attendance and

Our LSC will ensure that students with special education needs are recognised, supported, and able to thrive, while strengthening teacher capability and enhancing an inclusive school culture.

Additional Responsibilities

- Collegial support for other staff
- Sharing responsibility for fostering positive staff relations
- Implementation of school policies

Person Specification

We want person who:

- Has proven, successful experience in primary years
- Has proven strengths in implementing effective learning and support programmes for primary aged students
- Demonstrates strengths in knowledge of the NZ Curriculum
- Is culturally responsive and support learning in a range of contexts
- Promotes a willingness to contribute to, and be involved in, implementing our school focus areas
- Can work collaboratively with other staff to create optimal learning opportunities
- Makes a commitment to enhancing their own learning
- Develops the 'whole' child
- Consistently demonstrates a professional approach
- Relates well to other staff and community members, and is able to relax
- Is flexible and team orientated
- Can inspire and engage

Criteria for Appointment

- Evidence of effective advocacy and intervention for students
- Knowledge of the curriculum
- Successful experience supporting learners
- Team participation and contribution
- Capability to establish links with education sector
- Current Teacher registration

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