



Matamata Christian School

INTRODUCTION

Matamata Christian School is an integrated composite school for Years 1–10, located in the beautiful township of Matamata.

We teach the New Zealand Curriculum through a Biblical worldview, with our Special Character shaping every aspect of school life. Our vision is to build a culture deeply rooted in Christian faith and high-quality learning.

Our dedicated staff work to ensure that students grow in academic and physical excellence, learn to articulate their faith, and develop a genuine heart for discipleship. A defining strength of our school is the strong sense of community and the consistent support we receive from our families and wider network.

In 2026, our learning focus will centre on redeveloping our school curriculum in alignment with the new national curriculum releases. Ongoing development will also continue in Bible, Te Reo Māori, BSLA across Years 1–8, and the schoolwide implementation of Writer's Toolbox. A commitment to engaging fully in the school's professional development programme is an expectation for all staff.

In 2026, Matamata Christian School will comprise seven classes, with a roll of approximately 150 students, as we welcome Year 9 for the first time. Growth is expected to continue into 2027, reaching around 180 students as we expand to include Year 10.

LEARNING SUPPORT COORDINATOR (LSC) POSITION

We are seeking a skilled and compassionate teacher to join our highly respected team as a Learning Support Coordinator. This position is ideal for an outstanding educator with proven ability in supporting students with diverse learning and behavioural needs.

The successful applicant will be a reflective practitioner who feels called to serve in a Christian school setting. While previous experience in Christian education is not essential, a genuine desire to nurture students to develop hearts aligned with God's is vital.

We are looking for a teacher who is eager to grow professionally, engage with our teaching philosophy, and participate fully in our ongoing professional development programmes. A willingness to inquire, learn, and apply effective research-based strategies is essential.

Strong interpersonal skills are a must. The successful candidate will build positive relationships with students, colleagues, parents and outside agencies, bringing out the best in them to accelerate learning and performance. We are seeking a team player with enthusiasm, initiative, and a missional mindset — someone passionate about helping students thrive academically, physically, and spiritually.

The Learning Support Coordinator is a new role in our school, and we are excited about the impact it will have in enhancing learning outcomes for our students.

This position is one day per week (0.2 FTE) and will commence at the start of Term 1, 2026.

Our school is developing a strong, success-oriented culture built on faith, excellence, and community. If you are inspired by this vision and believe you could contribute passionately to it, we would love to hear from you.

Job Description – Learning Support Coordinator (LSC)

Position Title	Learning Support Coordinator (LSC)
Reports to	Principal
Working Relationships	Internal: School staff External: Parents Support agencies
Time	1 day per week (0.2)

Roles of the position

Supports teachers and parents to identify and respond to learner needs early.
 Provides targeted support to individual learners or groups.
 Monitors the impact of support and adjusts as necessary.
 Writes IEP's for learners receiving specialist support.
 Establishes systems and supports.
 Helps learners with needs transition between significant changes including their schooling levels.
 Understands and promotes evidence-based strategies to help teachers support students.
 Models effective strategies for use by classroom teachers and provides coaching when needed.
 Builds staff capability through training and professional development.
 Leads communication with families of learners needing learning support.
 Works with parents, whānau and learner voices to help inform learning support decisions.
 Contribute to reporting to parents as appropriate.
 Stays up to date with available specialist supports and alternative providers to maximise support for students.
 Reports regularly to school leadership on learner numbers, needs and learning support data and trends.
 Advises on capability development needs for teachers and learning support staff in the school.

Key Responsibilities	Appraisal Indicators
To provide early interventions for students needing support.	Creating effective programmes and supports for learners.
Support and develop staff to meet learner needs.	Lead a staff meeting each term and work with staff to lift their performance.
Work with families to maximise understanding and support for learners.	Has developed effective working relationships with families.
Develop effective school wide systems.	Has put in place effective systems that help students with needs be identified and have these needs met.

Tasks and Duties

General Responsibilities

- Write programmes and IEP's for students with learning needs.
- Observe students as necessary.
- Provide support and feedback to teachers to improve their ability to engage and support students with needs.
- Test students as appropriate to assess needs.
- Apply for outside support for students who need this.
- Ensure the safety and wellbeing of themselves, others and students at all times.
- Comply with all board policies and relevant legislation.
- Effectively communicate with parents.

Declaration:

Approved by:	<i>A. B. Peterson</i>
Date approved:	14 October 2025
Reviewed:	14 October 2025
Appointee:	Signature of the appointee
Date appointed:	2025