



INCLUSIVE LEARNING ASSISTANT

2025 APPLICATION PACK



Kia ora,

Thank you for expressing an interest in our recently advertised position.

Our school opened in 2019 and it has been an exciting journey to establish a new school.

We are looking forward to further growing our team!

This is a very special opportunity to join our whānau in a stunning new state of the art primary school.

We believe the **culture** of our school is one of the special reasons our staff and students thrive.

Our vision is to ***Inspire, Challenge and Empower***, and this is highly evident in our curriculum design and approach to teaching and learning.

The school roll is currently 450 students and is growing.

We are a very multicultural community with 45 countries represented, and we enjoy celebrating this diversity. Approximately 45% of our students are learning English as a second language. The school is a Public Private Partnership (PPP) school (buildings owned and maintained by a private company, but every other aspect of the school operates like a public school) designed with innovative learning environments able to accommodate up to 520 students. The school also has a specialist education unit on site which is managed by Hamilton North School.

These are exciting times and we are looking for people who have the enthusiasm and optimism to work together in creating the future direction for our school. If you win the position you will be part of a hardworking, supportive, professional & FUN environment.

Please find enclosed all the information you will need to apply.

Applicants are welcome to contact Joanna Dawson joanna@teaomarama.school.nz with any queries, and please also see the information about open sessions and the chance to meet our team. We highly encourage you to take these opportunities.

We look forward to hearing from you.

Ngā mihi nui

Tony Grey

Principal

Joanna Dawson

Learning Support Coordinator



ROLE DESCRIPTION:

We are looking to appoint an Inclusive Learning Assistant:

- To provide in class learning assistance for students that require additional support with their reading, mathematics and English language learning.
- You will work in a collaborative team-based environment, and full training and support will be provided.

TERMS OF EMPLOYMENT/HOURS:

This role will be approximately 20-22 school hours per week.

(Timetable & start/end times to be confirmed and developed, with a degree of flexibility based on the needs of the successful applicant, but preferably 8.40am-12.45pm as an indication of times)

We are determined to find the “right person” first and foremost, and then we can work out how many hours, and the timetable to best suit.

Please note that the role is for a fixed term. The reason for your employment being of a fixed term nature and not permanent is because it is based on additional Board funding as well as external funding received for various students. However, it is highly likely that this role is secure for the full 2025 year, and there is also a likelihood of this role continuing into future years.

***** Children of Board employees are eligible for “out of zone” enrolment under priority 5 of the enrolment scheme.***

REMUNERATION:

- Employment is under the terms of the Support Staff in Schools Collective Agreement/Grade B.
- The starting wage rate is approximately \$27/hour (these rates increase per year).
- The role is “family friendly” & Term time only (i.e. No work during the school holidays).
- Position to begin as soon as possible in February.

HOW TO APPLY:

Please send your application by email to joanna@teaomarama.school.nz by **Wednesday 12th February 9am**

1. A brief letter of application which outlines any skills, experience, and abilities relevant to this position.
2. Your completed application form.

FURTHER INFORMATION AND MEET/GREET

Our Team will be hosting a General Information Session on:

Tuesday 4th February 8.45am

Monday 10th February 9am

Please meet at the school office.



During this session we will provide further information, go for a tour of the school, and also provide time for Q & A. Please email joanna@teaomarama.school.nz so we have an idea of numbers.

This will give you a sense of *who we are*, and whether you think our school would *be a good “fit” for you*.

We look forward to hearing from you and meeting you at the upcoming information session ☺ If this time doesn't suit, but you would like more information, please contact Joanna Dawson (joanna@teaomarama.school.nz)

PERSONAL QUALITIES / SKILLS PREFERRED

- First and foremost, we are wanting a real “People Person!”
- Someone who enjoys being around children;
- To be able to work within & promote the culture of our school;
- Enthusiastic and efficient;
- The ability to work effectively in a team environment;
- Able to foster strong positive relationships with staff, children, and the school community;
- The ability to communicate effectively with (and relate warmly to) students, staff, parents, outside agencies, the community and visitors;
- Display a sense of humour (imperative!)

SCHOOL INFORMATION

Much of our information about Te Ao Mārama School is online. We encourage you to view some of the following information. Click on the images below to go to our Facebook and Website.



WHY JOIN OUR TEAM? IN RETURN WE CAN OFFER:

- The opportunity to be part of a strong staff culture, where innovation and fun is fostered. Please refer to our latest Staff Culture survey
- An **amazing** state of the art learning environment.
- Children of Board employees are eligible for “out of zone” enrolment under priority 5 of the enrolment scheme.
- A school that is deeply committed to bringing its vision and values alive.
- A strong culture based around ako (being a learner) and whanaungatanga (relationships and belonging)
- Strong support from our Leadership Team and Board of Trustees, with full commitment to high quality personal and professional development. We invest in our people!
- The opportunity for you to utilise your talents, and to work alongside other passionate and innovative educators.