



KNIGHTON NORMAL SCHOOL

Learning Support Coordinator

Application Form

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“Engaging, Enriching, Evolving”

Learning Support Coordinator

The following is the timeline for the Learning Support Coordinator position at Knighton Normal School. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeframe for the Teaching Position at Knighton Normal School	
Education Gazette Advertisement	On line
Application closing date	4pm Wednesday 16th September 2026
Short listing and interviews	From Monday 21st September 2026
Start date	Beginning of Term 1 2027



Please note that this would be the basis for the starting point of the position. The final Job Description will be negotiated with the successful applicant and take into account their areas of strength and teaching experience.

APPLICATION FORM: Learning Support Coordinator

Applicants are asked to please complete the information sheet below and include this with your **Curriculum Vitae and a covering letter**. You are welcome to include any other relevant details to support your application.

POSITION: Learning Support Coordinator

SEND TO: email: applications@kns.ac.nz

WITH: Curriculum Vitae + Covering Letter including suitability for position.

BY: 4:00pm Wednesday 16th September 2026

I am interested in full time ☐ and/or part time ☐ work (you can tick one or both)

PERSONAL DETAILS:

NAME:

PHONE NUMBER:

ADDRESS:

GENDER:

EMAIL:

YEAR OF CERTIFICATION:

REGISTRATION NUMBER:

REGISTRATION TYPE: Full & Current ☐

Provisional ☐

CURRENT POSITION:

School:

Position held:

Length of time in position:

PREVIOUS EMPLOYMENT EXPERIENCE: (most recent first) Only complete if these are not listed in your CV.

Position	Employer	Date Begun	Date Ceased

Please ensure your two referees are aware they have been nominated and that you have authorised them to disclose information about you to the Board for the purpose of determining your suitability for the advertised position should we choose to contact them. Referees may be contacted during the shortlist process. The Board may also make inquiries to previous employers, or other persons deemed necessary to satisfy the Board as to the suitability of the applicant. The Board of Trustees will hold this application form and supporting documentation in the strictest confidence.

REFEREE DETAILS: Only complete if these are not listed in your CV.

1. Referee Name:

Email address:

Phone Number:

Home:

Work:

Relationship to you:

2. Referee Name:

Email address:

Phone Number:

Home:

Work:

Relationship to you:

DECLARATION:

Please read the following statement and, if you agree to it, sign below.

In accordance with the Privacy Act 1993, I give consent for the Knighton Normal School Appointments Team to make enquiries from the referees listed in the application and give consent to the referees making such information available. Furthermore, I also give consent to make enquiries of past or present employers, colleagues, NZ Teachers Council or equivalent overseas professional body or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason why you should not be employed to work in a school environment?

YES/NO

If you have answered "YES" please provide the date and details of the offence, or other reasons together with any comments you may wish to make.

MEDICAL QUESTIONNAIRE:

Do you have any other medical conditions that may affect your ability to effectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to by the functions and responsibilities of employment?

YES/NO

If you have answered "YES" to the above question, please specify health problems or disabilities below.

CONFIRMATION:

I certify that I am a current **registered teacher** and that the information given in this application, and in my C.V. is correct and verifiable.

Applicant's Signature:

Date:

PLEASE SUBMIT:

- A. The Application Form
- B. Your Curriculum Vitae with the names and contact details of two referees
- C. Covering Letter