

In-school Learning Support Coordinators

Information for School Leaders and Boards

All state and state-integrated schools and kura with students in Years 1–8 will have access to an in-school Learning Support Coordinator (LSC) by 2028.

Some schools already have an LSC through a cluster. These schools will continue with their current cluster arrangements.

If your school is receiving an LSC in 2026, this document outlines what you need to do to get ready and successfully implement the role.

- 1 **Understanding the approach for in-school Learning Support Coordinators**
- 2 **Prepare for your Learning Support Coordinator**
- 3 **Implement your Learning Support Coordinator**

KEY DATES

Sept 2025	Schools are notified of their allocation and the year they will get an LSC
Oct 2025	LSC role information provided
End of 2025	Induction resources for 2026 LSCs provided
Term 1 2026	Allocation available as staffing entitlement from 21 January 2026

For any queries about in-school LSCs, contact your local Service Manager or Manager Integrated Services [Regional offices - Ministry of Education](#).

For employment queries contact [NZSBA](#) at eradvice@tewhakaroputanga.org.nz





Understand the approach for in-school Learning Support Coordinators

From 2026, more schools with students in Years 1–8 will have access to an in-school LSC.

This new approach will:

- › **Support students** to get the right help earlier
- › **Better support teachers** to meet diverse learning needs
- › **Make it easier for families** to understand and access learning support at school

How the rollout works

The rollout of in-school LSCs will take place over three years: **2026, 2027, and 2028.**

- › Allocations for **2026, 2027 and 2028** are based on **July 2025 Year 1–8 roll data.**
- › Allocations for **2027 and 2028 are estimates** at this time and will be updated each year using the latest July roll return.

- › Schools with Rumaki Rua Reo are included in the in-school LSC staffing entitlements. The Ministry is working with Ngā Kura ā Iwi and Te Rūnanga Nui to develop a learning support coordination function for their affiliated kura with learnings from this work informing the wider approach for Māori Medium settings.
- › By 2028, all eligible schools will have access to LSC support.

For in-school Learning Support Coordinators:

- › [Check your school's LSC FTTE allocation.](#)
- › [See how LSC allocations were calculated.](#)
- › The minimum allocation is **0.2 FTTE.**
- › Schools can combine FTTE with others through a staffing transfer once entitlements are confirmed. See [Preparing for your 2026 in-school LSC](#) for the staffing transfer process.

Learning Support Coordinators must be:

- › Experienced registered teachers with a current full practising certificate. [Working as learning support coordinators: Teaching Council of Aotearoa New Zealand](#)
- › Employed by a school board under the relevant collective agreement.
- › Fully released from classroom duties for their LSC role.

If your school is on the 2026 rollout list, please read on for information on preparing for and implementing your in-school LSC.

The in-school LSC roles do not come with extra funding for travel or office space. See the following section (page 3) for further information.

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Prepare for your in-school Learning Support Coordinator

If your school is on the 2026 rollout list, here's what you need to do to get ready:

- › Use the [role description](#) to begin planning how the LSC will work in your school.
- › Decide how you will use your LSC entitlement, including whether you want to combine FTTE with another school.
- › When it becomes available in **October 2025**, use the **role information pack** to support your recruitment process.
- › Start recruiting a registered teacher with a current full practising certificate for the LSC role. For employment questions, contact NZSBA at eradvice@tewhakaroputanga.org.nz
- › Use the **S13 designation code** in Education Payroll Ltd (EdPay) once your LSC is appointed.
- › Look out for **Induction resources** for new LSCs by the end of Term 4, 2025 and **Professional Learning and Development** opportunities for all LSCs later in 2026.

When preparing for your in-school LSC you should consider:

Workspace

- › Your school must accommodate the in-school LSC within your existing space. If you have surplus space that an LSC can work from, you can allocate up to 15m² as Legitimate Area for their office or workspace. Your Property Advisor can record this as Legitimate Area and include it in your property funding calculations. If you need help, [contact your Property staff - Ministry of Education](#).

Combining Allocations

- › If you want to combine your LSC allocation with another school(s), you must complete a staffing transfer agreement. You are encouraged to document how the shared role will meet the needs of each school.

Travel and Mileage

- › If your LSC travels as part of their role, your school must cover travel costs. These are outlined in the relevant collective agreements.

Schools with Rumaki Reo Rua

- › Schools with Rumaki Reo Rua have the responsibility to appoint an LSC who has the skills and experience to meet the needs of ākonga and whānau in bilingual settings. This includes deep knowledge of Te Reo Māori, Te Ao Māori and the ability to provide culturally and linguistically responsive support.

Access to Tools and Systems

- › You must provide your LSC with access to digital devices, school systems, and relevant data. Devices can be leased through the [TELA+ digital device leasing scheme - Ministry of Education](#).

Staffing transfer process:

- Each contributing school completes a staffing transfer form, indicating the LSC FTTE to be transferred to the receiving school.
- The Ministry processes the form.
- The LSC works in each school according to the agreed FTTE distribution.

Link to form: [Staffing transfer agreements - Ministry of Education](#)

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Implement your in-school Learning Support Coordinator



Once your LSC is appointed, your school is responsible for implementing the role effectively and here are some things you should consider:

Communicate with your school community

- › Let staff and whānau know about the new role and what it means for your school.

Support induction and collaboration

- › Help your LSC connect with key staff, including SENCOs, RTLBs, and learning support teams. Make time for induction and orientation so they can understand your school's systems and priorities.

Plan for feedback and review

- › Set up ways for staff and whānau to share feedback. Consider how you'll review the impact of the LSC role over time.

Where to get support

- › You can contact your local **Service Manager** or **Manager Integrated Services**

Regional offices - Ministry of Education

education.govt.nz/our-work/about-us/contact-us/regional-offices

- › Look out for more information about induction in the **School Bulletin**

education.govt.nz/bulletins

- › If you have surplus space, contact your **Ministry regional office** for property advice

Regional offices - Ministry of Education

education.govt.nz/our-work/about-us/contact-us/regional-offices/property-staff-contacts

- › Contact **NZSBA** for employment advice

NZSBA

resourcecentre.org.nz/helpforprincipals
eradvice@tewhakaroputanga.org.nz

- › For **updates, Q&As** and **resources** visit

education.govt.nz/lsc



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