

Learning Support Coordinator

Role Description

Background

The Government has announced funding of \$217 million over four years to establish the first tranche of around 600 full-time equivalent Learning Support Coordinators (LSC) in schools and kura from 2020. The Government intends that there will be further tranches to progressively roll out LSC coverage to all schools. The first tranche of LSCs will test some aspects of the role and enable refinements to be made in the second tranche. It is expected that the first LSC's will contribute to this refinement of the role by participating in the LSC evaluation.

Since 2015, the Ministry of Education (the Ministry) has been working to improve the delivery of learning support services to ensure that children and young people get the right support at the right time. A new Learning Support Delivery Model (LSDM) has been designed covering early learning, schools and kura, drawing on best practice overseas as well as other New Zealand models that highlight the value of flexibility and responsiveness to the local community. The LSDM is a collaborative way of working where teachers and other professionals, parents / whānau and the community are able to identify children's learning needs, plan together on how best to support them, and access supports through their shared network and Ministry facilitated service provision.

The LSCs will work within the LSDM and will be part of a learning support team working across all of its elements. The LSDM will provide the context, infrastructure (i.e. cluster arrangement, learning support register etc) and network of support for LSCs to undertake their roles in schools and kura, and across their clusters.

This role description sets out the core purpose, focus and functions for the LSC role. Local settings and the needs of specific clusters in which the role operates will influence how the functions are carried out in the local context and over time.

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Purpose of the role

The Puketeraki Kahui Ako is seeking experienced classroom teachers for our 11 Learning Support Coordinator positions. The role of the Learning Support Coordinator is to ensure children and young people with disability and additional learning needs have access to the services they need. They will substantively contribute to a collaborative approach that organises learning support around what best meets the needs of children and young people across the Puketeraki Kahui Ako. They will help simplify the current learning support system, particularly for the key stakeholders that interact with it, including parents and whānau.

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The LSC role is intended to be a full time, dedicated role. This role will need to be able to work with and influence the school / kura leadership team. They will also need to be able to build relationships across providers within the community of the LSDM.

LSCs will work to build the learning support capability of kaiako/teachers, and to help identify and plan for the learning support needs of all of the children and young people in their cluster. This is a co-ordinating role (rather than a teaching role) but requires the incumbent to be an experienced teacher in order to know how to engage with kaiako/teachers to support the development of their practice in working with children and young people with a range of learning support needs.

The Puketeraki Kahui Ako is committed to all students and schools / kura having equitable access to this service. The Learning Support Coordinators will primarily be working with clusters of schools. We anticipate that there will be a cycle of iterative review and adjustment to the structure of the LSC roles during the setup phase.

The LSCs will work closely with the Ministry's Learning Support Facilitators through the Learning Support Delivery Model (LSDM) to help build core capability in schools to support the range of identified needs and to connect with a range of specialist supports and services, such as Resource Teachers, and those provided by other agencies, such as Oranga Tamariki – Ministry for Children, and community organisations. LSCs will also work with a range of colleagues, including gifted coordinators and other professionals, and Special Education Needs Coordinators (SENCO) where such roles are retained by schools, as part of a cluster's learning support team.

Role requirements

To be considered for the position, applicants will be registered teachers and have ...

1. demonstrated successful experience in working with and including children and young people with learning support needs in the classroom
2. a sound knowledge, commitment to, and understanding of the learning support system and the Learning Support Action Plan priorities
3. the ability to engage at a school / kura and Kahui Ako leadership level
4. influencing skills at a working level within a school / kura and the Puketeraki Kahui Ako
5. understanding of te ao Māori
6. a current teaching practising certificate and relevant teaching qualification

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7. met professional standards relevant to their current position.

Role functions

The functions of the LSC role have been grouped so that they focus on five key groups of stakeholders in order to meet learning support needs ...

1. support students through building an inclusive school / kura and Puketeraki Kahui Ako environment where all students participate, progress and make successful transitions;
2. support kaiako/teachers in schools and kura to lift their capability to better meet the needs of learners, and to strengthen their connections with early learning services;
3. support for parents / whānau and whānau to partner successfully with their school or kura and develop an understanding of learning support processes and who to contact if needed;
4. work with other LSCs across the cluster, and connect with the Learning Support Facilitator and wider agencies, such as Oranga Tamariki—Ministry for Children, to access services and resources to support learners;
5. work with and influence the school / kura leadership team to ensure all students receive the appropriate support to enhance their learning and progress.

While the LSC role will focus on all five stakeholder groups, how many and how much of the associated functions are undertaken by the LSC will depend on the needs and context of the schools / kura and early learning services in a cluster.

| Focus Areas / Tasks | Outcomes |
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| Support students through building an inclusive school / kura and Kahui Ako environment where all students participate, progress and make successful transitions | <ul style="list-style-type: none">• Supporting the development of an inclusive environment in the cluster for all students and help create a common understanding of what this means;• Working with classroom teachers, other professionals and parents / whānau to identify student's needs early and respond in a timely manner with the right support;• Occasionally working with individual students to provide direct support where appropriate;• Ensuring a Learning Support Register of students' needs (at school and Kahui Ako levels) is kept up-to-date, and used regularly by authorised staff. Information sharing and privacy protocols must be followed;• Supporting kaiako/teachers to ensure that students receiving specialist support have an individual learning plan;• Contributing to learning support system improvements, including smooth transitions for learners from early learning into school, between year levels, into secondary school, and into further education, training or work. |

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| Support kaiako/teachers in schools and kura to lift their capability to better meet the needs of learners, and to strengthen their connections with early learning services and tertiary providers | <ul style="list-style-type: none"> • Contributing to the identification of learning support needs across the school / kura and Kahui Ako through the provision of tools and advice to teachers; • Providing the learning support team with evidence-based strategies, practices, and guidance about what will make a difference for their students; • Embedding a culture of collaboration between the LSC and teaching professionals where different approaches are openly observed and shared; • Working with the learning support team (teachers and teacher aides, SENCOs, gifted coordinators, and other professionals) to develop its capability through training and professional development; • Working with the learning support team to decide on the best use of available learning support resources to meet the needs of children and young people; • Providing kaiako/teachers across the Kahui Ako with clear avenues to seek additional advice on meeting the learning support needs of all students. |
| Support for parents and whānau to partner successfully with their school or kura and develop an understanding of learning support processes and who to contact if needed | <ul style="list-style-type: none"> • Ensuring parent, whānau and student voice is heard and represented when the school / kura is making decisions about learning support; • Providing parents and whānau with access to resources and guidance at an early stage so they are able to be pro-active in school engagement about their children; • Leading school / kura-wide engagement and communication with parents and whānau of students with learning support needs; • Helping kaiako/teachers build capability and confidence in working in partnership with parents / whānau and whānau, and working directly with parents / whānau on more complex or disputed matters. |
| Work with other LSCs across the Kahui Ako, and connect with the Learning Support Facilitator and wider agencies, such as Oranga Tamariki—Ministry for Children, to access services and resources to support learners | <ul style="list-style-type: none"> • Using the learning support register and assisting with planning to meet needs as students move through the system; • Working with LSCs across the Kahui Ako and the Ministry's Learning Support Facilitator to build a strong learning support network across a range of providers and agencies; • Developing expertise and a connected network / community of practice that shares good practice and up to date information, guidance, resources and support; • Collect information for research and evaluation purposes to assist the Ministry of Education and school/kura with the development of the LSC role and the LSDM. |

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| Work with and influence the school / kura leadership team to ensure all students receive the appropriate support to enhance their learning and progress | <ul style="list-style-type: none"> • Providing regular reporting, drawing on the learning support register, to the school / kura and kahui ako leadership about student numbers, needs and trends regarding learning support; • Raising and advising on particular capability development needs related to learning support for kaiako/teachers and learning support professionals; • Raising learning support related issues that require leadership involvement in order to resolve; • Influencing school wide system and resource decisions to support students with learning support needs; • Helping to create shifts toward earlier intervention and group delivery of LS services. |
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Professional knowledge, relationships, values and engagement

| Domain: Professional Knowledge in Practice – Ako | | |
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| Focus Area | Broad Standards | Applicant Demonstrates Successful Practice and Understanding of ... |
| Bicultural knowledge and practice | Supports the development of expertise across the school and/or cluster in learning support in bicultural and/or bilingual Aotearoa New Zealand, consistent with the Treaty of Waitangi, to support improved outcomes for Māori students | Implications and applications of the Treaty of Waitangi in New Zealand school settings; Māori enjoying and achieving educational success as Māori; Working collaboratively on bicultural initiatives. |
| Planning for success | Promoting evidence-based strategies, practices, and inquiry processes to plan, implement and review effectiveness in progressing school / kura goals to improve outcomes for diverse (all) students | The development of systems and processes that result in improved outcomes for diverse (all) students particularly for those requiring additional support, or accelerated opportunities. |
| Effective learning support knowledge about what works best | Helps to develop and implement strategic change across a school/Kāhui Ako with the current and relevant research evidence to support the learning and progress of every student in ways that recognise their identity, language and culture | Leading change with colleagues using current and relevant research evidence to improve leadership and teaching capability to support every student to learn and achieve in ways that recognise their identity, language and culture. |

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| Professional Learning | Works responsively with colleagues to identify teachers' and their own professional learning strengths and needs using a range of evidence. Works collaboratively to enhance capabilities to improve teaching, and learning outcomes for diverse (all) students | Using a range of evidence to collaboratively identify professional learning strengths and needs of self and others; monitor progress towards goals; Leading collaborative professional learning approaches that improve outcomes for diverse (all) students. |
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Person Specifications

The applicant will need to be able to demonstrate that they:

- have a high level of moral integrity
- have a well-developed people skills and a commitment to relationship building
- are a team player and can work with a range of Staff, students, school / kura support agencies and personnel
- are flexible in their work routines and their approach to change management
- have a solutions focused attitude and can problem solve successfully
- have a growth mindset
- a significant level of ICT skill
- have the ability and desire to work independently or in conjunction with others.

Terms and Conditions:

- Remuneration will be determined by their position on the salary scale, as set in the relevant teacher collective agreements.
- A training and induction programme will be provided by the Ministry of education.
- Travel and networking grant
- Non-teaching office/workspace

To help you consider this role we are providing:

- This job description and Person Specifications
- An application Form (attached)
- The set of interview questions attached.

How to apply: Applications close on Friday 18th October at 4:00pm.

Applications should be emailed to principal@amberley.school.nz

Please ensure you have submitted all requested information.

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Timeline for the appointment

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| Advertising the vacancies | 27 September |
| Closing date for Applications | 18 October 4pm |
| Shortlisting and request for further information | Week of 21 October |
| Interviews | Interview dates be negotiated with the applicants. |
| Offer of Appointment to successful candidates | On or before 25 October |
| Commencement of Learning Support Coordinator responsibilities. | 19th January 2020 (tbc) |

Simon Green

On behalf of the Principals of Amberley, Leithfield and Broomfield Schools