



Te Kura o Paeraki – Mt Pleasant School

Special Needs Coordination

All aspects of special needs delivery are coordinated at the school by the the learning support coordinator, in conjunction with the teacher of special needs, the appropriate classroom teacher and teacher aides. Deciding on the best approach to support the student's learning needs also includes parents/caregivers.

Funding is provided from different sources: Ongoing Resourcing Scheme (ORS), Special Education Grant (SEG), English for Speakers of Other Languages (ESOL), Behaviour. The SEnco/coordinator develop an integrated approach to special needs support within existing class programmes.

The key tasks and responsibilities of this role may be to:

- coordinate applications for support from outside the school
- liaise with preschools, attend IEPs, and manage the transition to school
- liaise with teachers, Resource Teachers of the Deaf (RTD), Resource Teachers of Maori (RTM), teacher aides, reading recovery teacher, consultants, speech language therapists (SLT), occupational therapists (OT), physiotherapists (PT), resource teachers of learning and behaviour (RTLBs), psychologists, parents
- monitor programme delivery
- timetable programmes, meetings, IEPs, and visits from outside agencies
- process and circulate completed IEPs
- maintain records on individual children
- oversee the school referral process
- chair meetings as required
- develop, monitor, and guide teacher aide staff development
- coordinate applications for funding for ESOL twice each year in terms 1 and 3
- manage the special needs budget
- develop, monitor, and guide teacher staff development in issues relating to special needs
- regularly consult and review teacher aides' attitudes, opinions, and general work issues
- ensuring the appraisal of learning support staff is completed by the end of the year.

Under review

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