



Role: Learning Support Co-Ordinator
 Reports to: Deputy Principal

Role Description

- Support students by building an inclusive school environment where all students participate, progress, and make successful transitions.
- Support Kaiako in schools and Kura to lift their capability to better meet the academic social and emotional needs of students.
- Support and engage with whanau to partner successfully with Glen Eden Intermediate and ensure learning support processes are clearly communicated.
- Work collaboratively with LSCs across the Kahui Ako, RTLB, Learning support and other agencies working in Glen Eden Intermediate.

Identification of levels and supporting interventions for students with additional needs

- Transition support
- Using best practice assessment methods to inform learning interventions.
- Maintaining and ensuring priority learner databases are up to date.
- Attend mini-school meetings when appropriate to discuss students with additional needs.
- Supporting and facilitating group interventions where appropriate to accelerate learning.
- Ensuring a Learning Support Register of students needs is kept up to date and used regularly.
Information sharing and privacy procedures must be followed.

Interagency and funding

- Attend regular Kahui Ako meetings to collaboratively support learners with additional needs.
- Obtain funding for students with additional needs.
- Apply and work collaboratively with inter-agency supports e.g RTLB , Learning Support Coordinators.
- Oversee Assistive technology applications and management systems.

Professional development

- Attend cluster-wide PLD opportunities
- Support staff/TA in school with relevant and up-to-date PD
- Support staff with resources as appropriate

Contribution to school life

- Play a full part in the corporate life of the school

	<ul style="list-style-type: none">● Participate in staff meetings and PLD opportunities across the school● Follow the professional growth cycle● Participate in the wider education, collegial and cultural .● Support leadership team to report to BOT.
Support for parents and whānau	<ul style="list-style-type: none">● Helping kaiako/ teachers build capacity in working in partnership with parents and whānau● Leading school wide engagement and communication with parents and whānau of students with learning support needs.