Job Title: Learning Support Coordinator (LSC)

Position: Full-Time, Permanent
Reports to: Principal / Senior Leadership Team
Key Relationships: RTLB Service, Ministry of Education (MoE), Teaching Staff, Support Staff, Whānau, Board of Trustees

About the Role

We are seeking a dedicated, empathetic, and organized **Learning Support Coordinator (LSC)** to join our school community. As our LSC, you will play a pivotal role in ensuring that students with diverse learning needs are identified, supported, and empowered to succeed. You will lead, coordinate, and oversee our special education and pastoral initiatives, act as a key liaison with external agencies, and foster an inclusive learning environment for all students.

Key Responsibilities & Accountabilities

1. Individual Education Plans (IEPs) & Case Management

- **Lead, coordinate, and manage IEPs** across the school, working closely with teachers, support staff, whānau, and external specialists.
- Ensure learning goals are measurable, regularly reviewed, and aligned with student potential.

2. External Liaison & Stakeholder Management

- Act as the primary liaison for the **Resource Teachers Learning and Behaviour (RTLB)** service and the **Ministry of Education (MoE)**.
- Coordinate referrals, specialised funding applications (ORRS, High Health, etc.), and multi-agency support services.
- Oversee and manage the learning support team.

3. Wairua Space & Pastoral Support

- Oversee and manage the **Wairua Space**, maintaining a safe, calm and nurturing environment for student wellbeing and sensory support.
- Lead **Curriculum Planning for the Wairua Space**, ensuring tailored learning activities meet the holistic needs of students accessing the space.
- Facilitate programs such as **Seasons for Growth** to support students navigating change, loss or grief.

4. Professional Development & Staff Support

- Provide guidance, mentoring, and **PLD (Professional Learning and Development)** for Support Staff / Teacher Assistants.

- Conduct and oversee **Learning Support Appraisals** to promote professional growth and high standards of care.
- Work in collaboration with the DP to coordinate and provide **CRT (Classroom Release Time) Release cover** as required for IEP meetings.

5. Scheduling & Timetabling

- Design and manage effective **timetables** for support staff and targeted intervention programs to maximize learning outcomes and support coverage.

6. Governance & Board Reporting

- Prepare and present comprehensive **Board Reporting on Special Needs & Learning Support** to inform the Board of Trustees on student progress, funding allocation, program effectiveness, and strategic needs.

7. CRT Release

- **Is flexible & team-oriented:** Is willing to step in for teacher release coverage (CRT) when required, maintaining positive classroom management and continuity of learning.

Key Skills & Qualifications

- **Teaching Registration:** Fully registered teacher with current practicing certificate (preferred).
- **Special Education Expertise:** Some experience in special education delivery and coordination, inclusive pedagogy and behavioral support.
- **Leadership & Organization:** Proven ability to lead, manage schedules, conduct appraisals and run effective IEP meetings.
- **Cultural Responsiveness & Pastoral Care:** Deep understanding of holistic student wellbeing, experience managing dedicated support spaces (e.g., Wairua space), and facilitating programs like *Seasons for Growth*.
- **Communication:** Exceptional interpersonal and writing skills for clear reporting to leadership, whānau, MoE and the Board of Trustees.

How to Apply

Please send your CV, cover letter, and contact details for two professional referees to:
The Principal
Audrey Kippen
audreyk@stmaryspapakura.school.nz