NAPIER GIRLS' HIGH SCHOOL

Head of Learning Support
Position Description

Position	Head of Learning Support
Learning Area	Learning Support
Responsible to	Deputy Principal (Academic & Curriculum)
Unit Allowance	2x MU, 1x MMA permanent

The purpose of this position is to ensure equal learning opportunities and academic growth for every student, regardless of ability, language, background or learning differences. This role oversees Special Assessment Conditions (SAC) applications and logistics, manages Teacher Aide (TA) timetabling and deployment, coordinates Te Kura distance learning enrolments and administers student diagnostic teaching.

This role is in addition to that of a classroom teacher.

**Please note, from January 2027, Special Assessment Conditions (SAC) will be known as Fair Access to Assessment | Te Ara Tōkeke (FAA)*

Responsibilities
"Responsible" means to oversee completion of this job. This may include delegation to or cooperation with other staff.

GENERAL

- Teach Learning Support students to build literacy and numeracy skills.
- Lead school-wide PLD for classroom teachers on SAC entitlements, differentiation options, and strategies to support target students.
- Maintain up-to-date knowledge of national curriculum developments, inclusive education practices, and NZQA Special Assessment Conditions (SAC) rules.
- Assist leadership with performance management processes, goal setting, appraisals, and observations for Teacher Aides and department staff.
- Attend HOLA meetings, Professional Learning and Development (PLD) sessions, and relevant association meetings.
- Communicate effectively with Learning Area staff, Deans, senior management, classroom teachers, whānau, and external support agencies (e.g., RTLB, NZQA, Te Kura, ECM).
- Responsibility for overseeing our English for Speakers of Other Languages (ESOL) programme.
- Organise and facilitate the weekly Lunch Club to build social skills, foster community, and support student wellbeing.
- Induct and train new Teacher Aides.
- Undertake any other duties as required.

PLANNING

- Coordinate, plan, and review learning support programmes, intervention plans, and custom timetables.
- Establish annual schedules for student diagnostic testing across Terms 1–4 to identify learning support and SAC needs early.
- Complete Te Kura course enrolments early in the school year, arranging appropriate custom timetables and course lines.

ASSESSMENT & SPECIAL ASSESSMENT CONDITIONS (SAC)

- Lead all NZQA SAC processes, including submitting first-time applications, processing annual student rollovers, handling late anxiety/medical applications, and linking SAC entitlements to specific NCEA standards.
- Coordinate Scholarship SAC applications for computer use with NZQA, gathering required student identification details (NSN, DOB, year level).
- Manage Derived Grade Examinations and NCEA end-of-year examination accommodations for SAC candidates, including allocating examination rooms, setting up online examinations, and pairing students with Reader/Writers.
- Liaise with office staff to ensure duplicate examination papers are supplied for Reader/Writers and examination materials are accurately prepared.
- Facilitate Te Kura examinations, including Exam.net digital setup, audio verification, supervision, cover/authentication sheet completion, and submission uploads.
- Work with students to determine their optimal assessment support strategies across academic subjects.

RESOURCES, TESTING & TE KURA

- Administer, score, and evaluate standardised diagnostic tests (e.g. STAR, SAST, Dyslexia Screeners) for Year 9 and prospective learning support students.
- Maintain accurate digital and physical records of test results, student learning profiles, and Google Drive archive files.
- Maintain an active tracking checklist and historical archive of all students receiving learning support or SAC accommodations.
- Configure and oversee Te Kura subject markbooks in Kamar using the correct standard sets and provider school codes.
- Support Te Kura students with internal assessment completion, including filming practical requirements, processing video files, and assisting with online submissions.

COMMUNICATION, TEACHER AIDE MANAGEMENT & POLICIES

- Construct, maintain, and regularly update Teacher Aide timetables in collaboration with staff, prioritising high-needs students and senior academic classes.
- Manage Teacher Aides to cover assessment Reader/Writer duties throughout the year. Record student progress notes on Kamar.
- Maintain close communication with Te Kura liaisons and external services.
- Ensure school policies, NZQA regulations, internal assessment rules, and moderation procedures are strictly adhered to across all learning support activities.
- Assist with the Year 8 to 9 transition process, determining ongoing learning support entries, exits, and subject course selections for upcoming academic years.

Signature: _____ **[Head of Learning Area]**	**Date:** _____
Signature: _____ **Principal**	**Date:** _____