TE KURA MĀORI O WHANGAPARĀOA

Kura ā-Iwi | Kura Kura Rumaki | Tau 1–13

JOB DESCRIPTION

SENCO – Special Education Needs Coordinator

He kura e hāngai ana ki ngā tapuwae o ō tātou tūpuna.

A kura that follows in the footsteps of our ancestors.

The SENCO leads and coordinates the identification, planning, implementation and monitoring of programmes and support for ākonga with additional learning needs across the whole kura (Tau 1–13), within our total immersion Māori, iwi and whānau-centred context.

Position Purpose

To ensure that ākonga with additional learning needs are identified early, appropriately supported and have equitable access to a high-quality, culturally responsive Māori medium education that enables their success, wellbeing and mana motuhake.

Key Relationships

- **Reports to:** Tumuaki (Principal)
- **Works closely with:** SLT, Pou Whakarito, kaiako, kaiāmātua, whānau, iwi and external agencies (e.g. RTLB, MoE, Health, Te Whatu Ora, Oranga Tamariki, specialists).

Location & Scope

- Te Kura Māori o Whangaparāoa
- Total immersion Māori medium (Rumaki), iwi kura
- Years 1–13
- Whole-kura responsibility, working across all learning areas and year levels.

Key Accountabilities

- Lead and coordinate the implementation of the kura's SEN framework and processes.
- Ensure identification, assessment, planning, implementation and review of individual learning plans (ILPs/IEPs).
- Coordinate and manage Ministry of Education (MoE) learning support resourcing, applications and reporting.
- Work alongside kaiako to differentiate teaching and learning to meet diverse needs.
- Provide practical advice, tools and professional learning to build kaiako capability and confidence.
- Maintain accurate, confidential records and reporting.
- Ensure compliance with MoE requirements, the Education and Training Act 2020 and relevant legislation and policies.

Key Responsibilities

Learner Identification & Support	• Lead early identification and response to learning needs. • Coordinate referrals, assessments and specialist input. • Develop, implement and review ILPs/IEPs in partnership with kaiako, ākonga and whānau.
Teaching & Learning Support	• Support kaiako to plan and deliver inclusive, differentiated learning programmes. • Promote effective, evidence-informed strategies for diverse learners. • Ensure cultural, linguistic and whakawhanaungatanga approaches are central to all support.
Whānau & Iwi Engagement	• Build strong, positive partnerships with whānau and iwi. • Ensure whānau voice, aspirations and mātauranga Māori inform planning and decision-making. • Maintain regular, respectful and open communication.
External Collaboration	• Liaise and work collaboratively with RTLB, MoE, health and other specialist services. • Coordinate meetings, reports and shared plans as required.
Monitoring & Evaluation	• Track and monitor ākonga progress, participation and outcomes. • Review the effectiveness of support programmes and make improvements. • Report progress to SLT, BOT (as required) and the MoE.
Kura Capability & Systems	• Support the ongoing development of inclusive systems, resources and processes. • Provide and/or coordinate PLD for kaiako and kaimahi. • Contribute to a positive, inclusive and safe kura environment that upholds our Māori values and kaupapa.

Person Specifications

Essential

- ✓ Relevant qualification in Special Education / Inclusive Education (or working towards).
- ✓ A recognised teaching qualification and current New Zealand teacher registration.
- ✓ Qualifications or professional development in special education, learning support or inclusive education.
- ✓ Experience working in a kura kaupapa Māori, kura ā-iwi or total immersion Māori environment.
- ✓ Experience in learning support / SEN coordination in a school setting.
- ✓ Strong knowledge of inclusive education, learning needs and support systems.
- ✓ High level of te reo Māori me ōna tikanga, with the ability to work in a total immersion Māori environment.
- ✓ Excellent communication, relationship and collaboration skills.
- ✓ Organised, solution-focused and able to manage multiple priorities.

Desirable

- ✓ Experience in a Māori medium and/or iwi education setting.
- ✓ Knowledge of MoE learning support processes and resourcing.
- ✓ Experience working with external specialists and inter-agency teams.
- ✓ Commitment to the aspirations of Māori education, iwi development and the success of our ākonga.
- ✓ Experience supporting NCEA assessment access and transition pathways.