

"Show me your ways, Lord, teach me your paths" Psalm 25:4

Role Description: Head of Learning Support



Vision statement:	Learning excellence, centered on our Catholic faith, personal growth, service to others and strong academic success.
Reports to:	The Principal Deputy Principal
Functional Relationship with:	Learning Support Department Teacher Aides, wider Staff, Parents and Students Wider school community
Responsible for:	The Head of Learning support oversees the day to day operation of school's SEN policy to bring about improved standards of achievement for all students

Key Responsibilities

- Management and leadership of the Learning Support Department, i.e. Teacher Aides, to support students' learning and special assessment conditions.
- The day-to-day implementation of the school's Learning Support policy – i.e. coordination of the support provided to students with identified learning and/or behavioural needs or conditions to improve their outcomes.
- Manage accurate records for students with identified special education and/or additional learning needs.
- Liaison with Deputy Principal (Learning Support) and Principal's Nominee and the pastoral care team
- Develop and maintain professional, positive, and productive relationships with all external agencies as required (e.g. RTLB, MoE).
- Develop and maintain positive and productive relationships with staff, students and their parents/caregivers and whānau.
- Manage department budget and resources.