

Eskdale School
Job Description
Learning Support Co-ordinator 2027

Name:

Job Title: Learning Support Co-ordinator

Responsible to: Principal

Functional Relationships with: Senior Leadership team, all teaching staff, RTLB, RT-Lit, parents, students, and wider community.

Key Objectives:

- To proactively support all students with learning challenges.
- To work constructively and collaboratively with teachers, students, parents and outside agencies to ensure all students requiring additional assistance receive appropriate support.

Key Tasks:

1. Ensure all children with special needs are recorded on the special needs register with progress monitored and recorded.
2. Build positive relationships and liaise with outside agencies including but not limited to RTLB, SLT, MOE., and HHN.
3. Support/liaise with families of students with learning challenges.
4. Support, coach, and model to classroom teachers. This can include planning, teaching, and assessing students with learning challenges
5. Support teachers in completing referrals to outside agencies.
6. Develop an early identification approach to ensure children are picked up for support at the earliest possible opportunity.
7. Support Teacher aides by modelling effective delivery of programmes and coaching for continual improvement.
8. Regular sharing with the Senior Leadership Team and wider leadership group.
9. Working with individuals or groups of learners who need extra support.
10. Monitoring student attendance and liaising with parents.
11. Sharing of latest research and effective strategies at Staff or Phase hui.

Signed_____

Date_____

Signed_____ Principal

Date_____