

LEARNING SUPPORT CENTRE

TEACHER: JNR/MID/SNR SUPPORT CLASS

RESPONSIBILITIES: I: General to the School

- 1 Contribute to the formulation of policies decided upon by the Principal and staff, which will be adopted by the Board of Trustees, and to support their implementation.
- 2 Actively support the goals of the College outlined in the Strategic Plan.
- 3 Carry out duties as requested by the Principal and Senior Management Team.
- 4 Contribute to the co-curricular activities of the College.

II. PROFESSIONAL

- 1 Be compliant with the professional standards in the Collective Agreement.
- 2 Be an active participant in the Professional Development Cycle of the College, embracing the concept of continuous improvement of teaching and learning.
- 3 Effectively communicate and consult with parents/caregivers and the wider community.
- 4 Demonstrate a commitment to the inclusive nature of the College, "Me Whakamatau – We work hard to achieve together".

III. PASTORAL

All staff have responsibilities for the guidance and well-being of students in the College. These duties are specified in the guidance Handbook for Deans and Form Teachers.

IV: SPECIFIC TO STUDENTS REQUIRING SUPPORT

- 1 Develop and monitor I.E.Ps for all students on the designated roll.
- 2 Convene regular review meetings (as defined in the I.E.P.).
- 3 Counsel individual students where necessary.
- 4 Work with students as individuals or in group as part of the class and school programme.
- 5 Oversight and arrangement of students requiring support when mainstreamed into regular classes.
- 6 Liaise with specialist and advisory services when required.
- 7 Work co-operatively with other teachers of students requiring support.
- 8 Set up maintain accurate data based records.
- 9 Carry out individual responsibilities as determined as part of the PDC process.
- 10 Transition students into and out of Learning Support Centre.