

Pomahaka Kahui Ako  
**Better Together**



## **The Pomahaka Learning Support Coordinator Job Description 2021**

### **Core Functions**

- Identify and plan for the learning support needs of children and young people at risk across all centres in the Kāhui Ako
- Advocate for at risk learners in seeking the best possible support for them
- Simplify access and minimise barriers to services and resources
- Build the capability of kaiako and teachers across the Kāhui Ako
- Facilitate smooth transitions and knowledge sharing that encourages progress when children with learning needs move to a different centre within the Kahui Ako.

### **Achieved by**

- Working with SENCOs in and across each kura/centre in the Kāhui Ako facilitating across centre meetings of all SENCOs (or equivalent) to identify patterns or clusters of need, coordinate support targeted to individuals or groups
- Being central to the coordination and facilitation of IEP meetings and the associated follow up, keeping kura/centres informed of progress
- Being knowledgeable about different forms/avenues of support available to schools and keeping up to date with new provisions/opportunities
- Keeping a Kāhui Ako Learning Support Register up to date (*in time this will be the MOE's Te Rito*)
- Carrying out observations that may need to be done to support applications and tracking and observing ākonga who are on the learning support register, so a working knowledge is available to them when discussing, seeking support etc.
- Facilitating PLD sessions that meet the needs of staff working with supported students

- Being available to support learners, and their parents and whānau from all the learning centres in the Kāhui Ako building positive, professional relationships.
- Having a commitment to and understanding of Te Aō Māori

### **The LSC will also**

- Be a registered teacher familiar with the NZ Curriculum
- Be seen in each centre on a regular basis, building relationships with staff, students and whānau
- Meet regularly with the Kāhui Ako Lead Principal (at least fortnightly)
- Communicate / coordinate weekly with centres in the Kāhui Ako
- Be the central contact for Ministry LSF for needs across the Kāhui Ako
- Report to the Kāhui Ako Leadership Team twice a term
- Work alongside and gain support from other LSCs in other clusters as needed