



STRATFORD HIGH SCHOOL

JOB DESCRIPTION

Teacher Responsible for Learning Support

General Responsibilities

1. To work co-operatively in a team situation with other staff; especially the teacher responsible for ORRS students, the RTLB, the Literacy co-ordinator, Deans, the Guidance Counsellor and Senior Management Team.
2. To promote student learning, especially for students with moderate learning needs.
3. To manage the resources of the Learning Area.
4. To co-ordinate the curriculum of the Learning Area in conjunction with other HOD's and teachers.
5. To provide assistance and guidance to teachers and other staff.

Specific Responsibilities (in conjunction with other teachers working in the Learning Area)

- 1) Submit budget, textbook and capital purchase request.
- 2) Follow school purchasing procedures and administer department expenditure within budget requirements.
- 3) Co-ordinate the development of teaching, learning, reporting and assessment practices in the curriculum area.
- 4) Contribute to the production of an annual report on the Learning Area for the Board of Trustees.
- 5) Develop a set of annual goals for Learning Area.
- 6) Assist the Principal in decisions regarding; appointment of staff, allocation of classes to teachers, attestation for salary increment and future planning of courses.
- 7) Manage the physical resources of the Learning Area and check annually the accuracy of the asset register.
- 8) Monitor the teaching of staff in the Learning Area and provide advice and guidance to teachers.
- 9) Be an appraiser as part of the Performance Appraisal System.
- 10) Develop assessment practices used in the Learning Area and ensure they meet school and NZQA requirements.
- 11) SPEC – facilitate SPEC programmes.
 - a) Oversee work of teacher aides in this area.
 - b) Follow SPEC procedures in presenting files for verification.
- 12) Teach literacy unit standards and collate student portfolios
- 13) Other tasks as may be negotiated with the Principal.

Key tasks relating to Learning Support.

- Ensure that teaching staff are aware of the range of support processes available for students with moderate learning needs.
- Develop procedures and guidelines for the operation of the Year 9 differentiated and supported class.
- Assist with the provision of Reader/Writer assistance in NCEA assessment for eligible students.
- Assist with the planning of timetables for teacher aides working with students in mainstream differentiated and supported classes.
- Work with the Principal on the selection and employment of teacher aides.
- Provide supervision, advice and guidance to teacher aides and undertake annual performance appraisals.
- Advise staff on programmes for identified students and on the best use of teacher aides in classes.
- Teach students, especially those with moderate learning needs.