



Rangitoto College

Head of Department Learning Support

Permanent 28/4/2025 (or by negotiation)

4MU 1MMA

OVERVIEW

The following job description is flexible. The person appointed will work closely with the Curriculum Leaders, Deans, Director of HR and SLT to maintain and improve the quality of education for students with learning support needs. The HOD will lead the Learning Support Department which is comprised of the SENCO, a classroom teacher, and Learning Support Workers.

We invite prospective candidates to meet the DP Line Manager, Olivia Newman, for a school tour. Please contact pam.watson@rangitoto.school.nz to arrange this.

CORE COMPETENCIES

Excellent leadership and communication skills

Strong pastoral care and curriculum knowledge

Highly effective team building and interpersonal skills

A first-rate understanding of excellent, evidence-based, learning support practice

Exceptional management of students' transition into and through the college

BEHAVIOURS

Clear, calm and purposeful communication with all stakeholders

Team player who can motivate and inspire others

Strong commitment to improving student achievement outcomes

High degree of professionalism and organisation

Be positive, enthusiastic, constructive, and supportive of the school's values and strategic aims

KEY TASKS AND ACTIONS

<p>Leadership and Management</p>	<p>To create a vision and plan for the department that is shared and enacted by department staff.</p> <p>To lead and manage the provision of an inclusive education programme that meets the needs of students with learning support needs.</p> <p>Promote quality teaching and learning opportunities for all students identified with additional learning needs.</p> <p>Ensure a culture of continual improvement keeps the learning support department current and relevant.</p> <p>Be up to date with curriculum design and changes, school philosophy, and current best practice in education.</p> <p>Ongoing critical review of systems, processes, programmes placements in search of efficiency and great outcomes.</p> <p>Excellent communication with teachers, support and pastoral staff.</p> <p>Promote continued development and sharing of resources within and beyond the department.</p> <p>Promote effective and adaptive practices within and beyond the department to meet the additional needs of students in the wider school.</p> <p>Liaise with internal and external support agencies to provide the best possible support for students and teachers.</p> <p>Model expert teaching in your classroom practice.</p>
<p>Staff Welfare and Management (HR): (teaching and ancillary staff)</p>	<p>Support and reinforce a positive work environment for staff, with effective lines of delegation developed.</p> <p>Ensure all staff are supported to perform to their optimum in order to raise student outcomes.</p> <p>Provides Learning Support Workers with timetables that best meets the needs of students while being responsive to the strengths of individual staff.</p> <p>Regularly seek out and speak to stakeholders to ensure communication channels are kept open, with ILP documentation shared and understood as required.</p> <p>Deal proactively, constructively and positively with staff issues as they arise, working closely with DP and HR to appoint and retain great staff.</p>
<p>Student Management</p>	<p>Support the college's policy around student management – systems and processes, including overseeing staff to ensure student management systems are up to date with the most relevant information regarding students' needs.</p> <p>Offer guidance and appropriate support strategies that support staff in managing students.</p> <p>Liaise with the Deans, SLT line managers, whānau and Student Support Workers to ensure that Learning Support staff keep student records and data entry current and accessible.</p> <p>Maintain clear lines of communication with the DP and Deans of individual students regarding parent meetings and specific student needs.</p> <p>Manage special assessment conditions, to ensure all eligible students receive appropriate Special Assessment Condition support in internal and external assessments.</p>
<p>Budget Management</p>	<p>Take responsibility for all aspects of budget management within the department.</p> <p>Lead the submission of student funding applications to ensure the best support possible is offered.</p> <p>Prepare and monitor an annual budget: Textbooks, Capital, Classroom materials.</p> <p>Liaise with the Director of HR and Finance Manager on any funding changes.</p>

Professional Growth and Mentoring	<p>Take responsibility for the development of staff and lead the Professional Growth Cycle for teachers in the Learning Support Department, supporting teachers to use and meet 'Our Code, Our Standards Ngā Tikanga Matatika, Ngā Paerewa' in their everyday practice.</p> <p>Deal constructively and positively with professional growth issues as they arise. Offer sound career advice and professional support to staff for development both within and outside of this school.</p> <p>Record meetings and observations as appropriate.</p>
Professional Development	<p>Positively support the importance of professional learning for all staff. Take responsibility for organising and running PD sessions that grow the capacity of staff and leaders within and beyond the department.</p> <p>Provide opportunity for discussion and review of curriculum, lesson and support delivery amongst staff.</p> <p>Attend PD/support groups outside of school.</p>
Assessment and Statistical Analysis	<p>Ensure regular analysis of staff and student performance. Identify, track and monitor outcomes for students in the Rangitoto junior curriculum, CAA, NCEA and IB programmes.</p> <p>Set goals, and monitor progress, with students and teachers and support staff. Look at student needs to identify groups of students and determine if teaching and learning are meeting student needs.</p> <p>Design and deliver programmes and interventions to meet the needs of identified groups or individual students.</p> <p>Ensure good procedures are in place for Special Assessment Conditions for internal and external assessments.</p>
Administration	<p>Provide annual reports to the Principal.</p> <p>Create an up-to-date staff handbook that clearly outlines processes, schedules, timetables, templates, curriculum plans, and relevant information.</p> <p>Prepare regular reports on SEN support initiatives and outcomes for the Board and SLT.</p> <p>Lead the management of repairs and maintenance of the physical surroundings.</p> <p>Lead the development, implementation and monitoring of health and safety procedures.</p> <p>Lead the timetabling and allocation of staff responsibilities within the department.</p> <p>Attend Parent / Community Information Evenings as required.</p>

Reports to: Principal / Deputy Principal (Y9)

.....
HOD Learning Support (.....)

.....
Date

.....
PRINCIPAL (Patrick Gale)

.....
Date