

**Job Description for the position of
Learning Support Administrator**

Hours:	Part-Time permanent 35 hours per week term time, Monday to Friday 8.00am to 3.30pm
Remuneration:	Support Staff in Schools Collective Agreement Grade 4
Reporting lines:	HOD Learning Support Deputy Principal Learning Support Principal.

Prime Responsibilities / Key Tasks

As our Learning Centre Administrator, you will play a vital role at the heart of our department, working collaboratively to support our neurodiverse students and their families. This key position provides essential administrative support to the Head of Department, SENCOs, Learning Assistants, and Classroom Teachers. In addition to day-to-day operational support, you will take ownership of coordinating and supervising both senior and junior examination processes to ensure a seamless experience for all students. From time to time, you will work with the SENCOs to input applications to NZQA.

- 1) Professional confidentiality with regards to student information.
- 2) Attend meetings as required to coordinate supports, interventions and testing for students.
- 3) Using the student database (FACTS) to update content in the Learning Support file, generate reports as required, find information and data mine as required by the department.
- 4) Attend meetings as required to coordinate supports, interventions and testing for students.
- 5) Assist with arranging special assessment conditions for internal assessments, including coordination of Learning Assistants and spaces, meeting with students to record need, and organising collection, labelling and return of papers.
- 6) Organise necessary paperwork for EOTC activities.
- 7) Interview students about their SAC selection for NCEA, entrance exams and their assigned conditions.
- 8) Beginning to assist with the upload SAC applications to the NZQA portal and monitor acceptance. Sending approval letters to students/ parents & teachers signed by HoD of Learning support.
- 9) Support the operation and delivery of exams for our special assessment students, coordinating efforts with HoD of Learning Support and the wider school exam team.
- 10) Provide quantitative data about Special Assessment Conditions used for HoD of Learning Support.
- 11) Year 13 mentor programme in consultation with HoD of Learning Support to recruit, induct and mentor in-class support for students with additional learning needs.
- 12) Updating internal resources as required; e.g. Learning Support Induction manual, Teachers guide to Common Learning Issues, etc as directed by HoD of Learning Support, and updating of other Learning Centre documentation as required.
- 13) Maintaining positive relationships with staff and students with additional learning needs.
- 14) In this role, you will oversee the smooth running of the Learning Centre reception, serving as a welcoming first point of contact for staff, students, and families.
- 15) Order equipment, stationery as requested by HoD of Learning Support and maintain kitchen supplies for the Learning Centre.
- 16) Assist with communication and planning of Learning Assistants' timetables.
- 17) Attending professional development as required.
- 18) Assist with communication and planning of Learning Assistants' timetables.
- 19) Other Learning Support administration tasks as required by HoD of Learning Support

Personal Attributes, Skills and Experience.

The position requires the application of the following personal attributes:

- Excellent interpersonal skills
- To be flexible in working arrangements
- Have a professional and warm manner
- The ability to remain calm under pressure
- To be able to work independently and as part of a team
- Ensure confidentiality is maintained
- Well-developed computer and literacy skills
- Strong organisation skills
- The ability to deal with tasks according to their priority and deadline and in a respect to the workload
- Experience in updating systems and procedures
- Assiduous accuracy when dealing with data and meticulous attention to detail
- Ability to follow procedures and operate with a systems focus
- The ability to relate to, and build trust with, young people who have learning disabilities
- The ability to communicate effectively to provide information, assistance and instruction

Standards.

- It is expected that standards of professional conduct, dress, language and manners of employees will reflect credit on the College.

Expectations

The position carries with it a number of expectations including:

- commitment to the College and to the enhancement of its tradition of excellence
- a commitment to participate in professional development and performance management programmes
- an interest in students and a desire to see them achieve to their full potential
- Contribute to the wider life of the College.

In addition to the above expectations, the most important will be the achievement of the objectives set by the Principal.

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Learning Support Administrator ()

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Date

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Director of Human Resources (Pam Watson)

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Date