

Position Description and Person Specification /  
Whakaaturanga Tuunga me te Whakatakotoranga Tangata

## Learning Support and Disability Co-ordinator

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<b>Conditions of Service / Nga tikanga mo te mahi:</b>	Allied Staff Collective Agreement or Individual Employment Agreement
<b>Reporting to / Te ripoata ki:</b>	Student Support Manager
<b>Position Status / Tūnga tūranga:</b>	Permanent, Part-time
<b>Remuneration / Utu:</b>	Grade \$58,962 to \$74,339, subject to qualifications and experience

**Key Relationships / Whanaungatanga Matua:**

Internal / Kei roto	External / Kei waho
Akonga	External support providers
Student Support Manager	Relevant Government agencies
Student support team	Working with the wider network of Te Pūkenga staff
Academic staff	

**Purpose of Position:**

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The purpose of the Learning Support and Disability Co-ordinator role is to:

- Work with akonga with learning support needs to develop strategies and skills necessary to foster learning, independence and confidence, to facilitate ongoing progress and the attainment of optimal educational outcomes.
- Provide an effective service for akonga with impairment to optimise their participation and success.

## Key Tasks:

Task Areas	Key Accountabilities
<b>Learning support function</b>	<ul style="list-style-type: none"> <li>• Support akonga to meet their academic goals to develop learning plans to enable a greater chance of academic success.</li> <li>• Identify and support priority learners (Maori, Pacifica, Disabled) to optimise their participation and success.</li> <li>• Prepare and co-ordinate access to learning resources internally and externally to improve the academic outcomes of akonga.</li> <li>• Co-ordinate and/or deliver group and one-to-one sessions in academic writing skills, study skills and other learning support skills that will improve outcomes</li> <li>• Facilitate referrals to specialist support services.</li> </ul>
<b>Disability co-ordinator function</b>	<ul style="list-style-type: none"> <li>• Work with akonga with identified impairments to develop individual plans.</li> <li>• Work collaboratively with kaimahi to promote participation of akonga with identified impairments.</li> <li>• Maintain network relationships to foster collaboration and share best practice.</li> </ul>
<b>Student support function</b>	<ul style="list-style-type: none"> <li>• Assist akonga with Studylink applications.</li> <li>• Provide ad-hoc administrative support for the West Coast student services function.</li> <li>• Provide ad-hoc event support for student events</li> </ul>
<b>Quality and compliance</b>	<ul style="list-style-type: none"> <li>• Monitor and report on success rates for akonga who have accessed the service, using self-assessment to identify gaps and implement further improvements to ensure a continuous cycle of improvement.</li> <li>• Participate in self-assessment activities as part of the regular review process.</li> <li>• Take a proactive approach to ensuring learning support activities comply with all policies and procedures and meet legislative requirements.</li> </ul>
<b>Professional Development and Capability Building</b>	<ul style="list-style-type: none"> <li>• Undertake professional development to enhance performance and capability.</li> </ul>
<b>Compliance, Legislation and Polytechnic Policy</b>	<p>Be accountable for compliance with and adhere to following:</p> <ul style="list-style-type: none"> <li>- Health and Safety at Work Act 2015</li> <li>- Employment Relations Act 2000</li> <li>- Education Act 1989</li> <li>- Children's Act</li> <li>- TPP policies, procedures and processes.</li> </ul> <p><i>Please note this is not an exhaustive list.</i></p>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• All employees are expected to identify, take responsibility for and resolve issues that may cause harm to themselves or others in the Institute.</li> <li>• You are expected to work safely at all times, and to actively lead and promote health and safety initiatives and requirements in your area.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties as may be reasonably required by the employer.</li> </ul>

## Person Specification:

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### Knowledge, Skills and Experience:

- A relevant professional or vocational qualification appropriate to the functions.
- Knowledge and demonstrable experience in developing resources to facilitate learning in group sessions and one-to-one teaching.
- An understanding of the range of learning support requirements and how build trustful relationships with ākonga to feel comfortable to engage with Learner Services to meet the learning needs of individuals.
- Familiarity with learning support and disability organisations and networks.
- Experience in working across functions to provide wrap-around support to ākonga to improve educational outcomes.
- The ability to maintain up-to-date and accurate records.
- The ability to motivate and support others and to establish participatory team dynamics.
- An understanding of assistive technologies and their application for people with impairments.
- An understanding of the policy and legal frameworks as they relate to the disability in the tertiary sector.
- The ability to use initiative to grow the learning support function