

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

Learning Support and Disability Co-ordinator

Conditions of Service / Nga tikanga mo te mahi:	Allied Staff Collective Agreement or Individual Employment Agreement
Reporting to / Te ripoata ki:	Student Support Manager
Position Status / Tūnga tūranga:	Permanent, Part-time
Remuneration / Utu:	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:

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

Person Specification:

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 to 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