



POMPALLIER CATHOLIC COLLEGE

JOB DESCRIPTION

JOB TITLE	Special Education Needs Coordinator (SENCO)
RESPONSIBLE TO	Learning Support Coordinator (LSC) Principal
FUNCTIONAL RELATIONSHIPS WITH	All Staff Students Parents and Caregivers External Agencies and Providers
STAFF REPORTS	Nil

PURPOSE:

1. To accept a commitment to support the purpose and Special Character of the college as outlined in "The Character of a Catholic School".
2. To support and seek to implement the goals, objectives and school policies contained in the college's Charter.
3. To be responsible for the college's Special Education Needs programme.

KEY TASKS:

1. Identification and analysis of students that may require learning support. Use of assessment data (e.g.; PAT, SMART), teacher consultation, and other relevant testing, to identify the differing needs of students in order to best support them.
2. Effective use of modern technology to support the Special Education Needs programme.
3. Teach and support Year 9 & 10 Literacy and Numeracy, and potentially other Year 9-10 subjects by negotiation.
4. Inclusion of parents/families/whānau, as appropriate, in planning and monitoring of Individual Education Programmes (IEP's), in conjunction with the Learning Support Coordinator.
5. Planning, resourcing, teaching, assessment, and reporting, of targeted individual and small group support programmes.
6. Supporting teaching staff in developing programmes and skills across the curriculum, relevant to students with diverse needs (UDL) in their classes.
7. In conjunction with the Learning Support Coordinator, liaise with external agencies to meet special education needs of the college.
8. In conjunction with the Learning Support Coordinator, provide the Principal and Board of Trustees with an Annual Report, utilising student achievement data.
9. Provide direct practice to support the learning needs of students.
10. Participate in EOTC activities/events involving learning support students, as required.
11. Other duties as required by the Principal for the effective operation of the college.

Signature :

Date :

Printed Name :