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| **POSITION DESCRIPTION** |

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| **Position title : Outreach Service Scale A Teacher**    **Reports to:** Manager, Specialist Teacher Outreach   Service  Kimi Ora School Principal  **Functional Relationships**: Students  Family/whanau  Teacher Aides  STOS team members  Specialist services  Staff of Kimi Ora  Board of Trustees  Outside Agencies | | |
| **Position Summary:**  The specialist teacher will support the student, class teacher and teacher aide in providing a quality teaching and learning programme that is adapted to meet the needs of each ORS pupil. This position involves working In mainstream enrolling schools with ORS funded pupils for either a half day (0.1) or a full day (0.2) | | |
| ***Roles and Responsibilities*** | | ***Performance indicators/outcomes*** | |
| Lead the IEP process | | * Work collaboratively with other team members to plan, develop and implement IEP goals into class and school programmes. * Gather relevant data to reflect parental input, special Ed therapist’s observations, classroom teacher monitoring and TA feedback. * Chair the IEP meeting seeking input from all members of team. * Set review date for IEP. * Formulate the IEP documents. * Send copies of IEP to all of the team. | |
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| ***Roles and Responsibilities*** | | ***Performance indicators/outcomes*** | |
| Teaching and Learning | | * Implement and monitor learning programmes and goals * Plan appropriate programmes. * Teach the students within the classroom, in a one-to-one setting or in small group or whole class settings. * Teaching the whole class, while the class teacher works with the student within the class. * Enable student input into their learning, programme planning and review. * Integrate specialist services/therapy interventions into everyday class and school programmes. * Assist with writing assistive technology applications when necessary. | |
| Up skill the Teacher and Teacher Aide | | * Assist class teacher to adapt and prepare learning materials and resources for the student appropriate to student needs. * Model effective teaching strategies, approaches and practices for teachers and teacher aides and provide on-going guidance. * Assist class teachers to differentiate classroom and school curriculum content and prepare and adapt learning programmes. * Share specialist knowledge and skills with class teacher/s, teacher’s aides and team. | |
| Communication with team | | * On-going liaison with specialist services and other agencies * Coordinating services to best support the student’s learning * On-going liaison with student’s family and whanau * Support students in transition at key points in their schooling. | |
| Establish programme using appropriate assessment tools. | | * Assess the student’s current learning needs. * Monitor student progress and achievement and develop next steps with support team. * Assess the need for access to specialist services for the student. * Write narrative assessents for pupils within Level 1 to go with end of year reporting to parents | |
| Contribute fully to the effective and efficient management of Kimi Ora Outreach Service and Kimi Ora School | | * Implement Board objective and directives. * Act in the best interests of Kimi Ora School at all times * Co-operate with other management and professional staff within Kimi Ora School * Acknowledge the currently changing environment and support the implementation of change as necessary. * Perform other duties and responsibilities as may be reasonably required by the Board from time to time. | |

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| **Ideal Person Specification** |

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| **Skills and knowledge required:**   * Demonstrated effective verbal and written communication skills with ability to relate well to staff, students, parents/caregivers and community. * Strong interpersonal skills. Ability to be able to work closely with families/caregivers, Special Education and other external agencies. * Ability to be flexible, and work in many different schools with different cultures and understandings of inclusion. * Demonstrated knowledge of the NZ curriculum. |

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| **Experience:**   * Strong experience in a main-stream environment and understanding of the issues of integrating ORS children into mainstream schools. * Experience with special needs children and their families and an understanding of what this entails. |

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| **Qualifications:**   * NZ Registered Teacher |

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| **Personal Attributes:**   * Sensitivity to issues surrounding special needs. * Able to be flexible within a changing organisational environment. * Is dynamic, energetic, and enthusiastic and has a sense of humour. * Able to maintain confidentiality at all times. |