



Middleton Grange School

SENCO (Learning & Behaviour) Years 1-6

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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Directly Accountable to Lead SENCO and Head of Primary School

Functional Relationships:

- Principal
- Senior Leadership Team
- Pastoral Care Team
- Support Staff

To ensure students with special learning needs get the support they need to achieve their full potential by coordinating support programs and working with staff to implement effective teaching strategies.

A willingness and ability to uphold the Special Character of the School, and to take part in religious instruction appropriate to the Special Character of the School, is an essential condition of employment.

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

Learning Assessment and Strategic Support

- Collate and Coordinate information on student's learning issues
- Make provisions and support for ORS funded students
- Coordinating student support allocations for ORS, High Health, Behaviour, Literacy Support, Maths Support
- Coordinate links to external agencies, MOE special needs, RTLB, Autism NZ, EGL and other Transition Agencies, Ko Taku Reo (Deaf Education), BLENNZ, ESIS

- Coordinate Transition Programmes for students including those with special needs and links to outside agencies, CCS, EGL and Work Experience opportunities ESIS (working with MGS careers Department)
- Organise and facilitate the IEP process
- Run professional learning for school staff so that they become aware of disabilities they may encounter among students they teach
- Supporting teachers and working collaboratively to support students in their classes
- Communication with parents both formally (meetings, IEPs, Transition Meetings, parent Teacher interviews) and informally (emails, phone calls, casual conversations)
- Working with Heads of Faculties to place students in appropriate classes
- Advocating for students
- Ensure safety for all staff
- Build community among the Learning Centre staff and provide opportunities for Professional Development
- Attend area SENCO meetings
- Interviewing new potential staff to match Roles needed

Pupil Management and Pastoral Care

- Develop a culture in which individuals are encouraged, respected and challenged intellectually, physically and socially.
- Be positive and enthusiastic, establish high expectations and motivate students to achieve.
- Recognise individual differences and provide for a variety of learning modes and groupings.
- Have consistently high expectations of behaviour for students and work to maintain them using School-wide systems energetically and appropriately.
- Liaise with counselling services and guidance team to ensure individual students needs are met.

Wider School Contribution

- Support the corporate life of the School by attending staff devotions, staff briefings, doing duty, and maintaining Middleton Grange standards and expectations.
- Always maintain a high standard of professional conduct. Act as a positive role model for student behaviour.
- Uphold the School's image in the community.
- Support and provide assistance to colleagues in improving teaching and learning.

August 2026

Skills and Experience

Essential:

- New Zealand Teaching Registration and current practising certificate.

Desirable:

- Demonstrated experience working with children with learning support needs.

Employee Acceptance of the above Job Description:

Employee Name: _____

Employee Signature: _____

Date: _____

August 2026