

# LEARNING ADVISOR - JOB DESCRIPTION 2017

**Responsible to:** Director

**Relationship with:** Students, whanau, learning advisors, community leaders, senior leadership team, the school community, guidance team, administration team, Board of Trustees, the wider community.

## OUR SPECIAL CHARACTER

Ao Tawhiti Unlimited Discovery is a special character state school with a fundamental tenet that the child is central in directing his or her own learning so that the enthusiasm and love of learning is retained.

We have 5 guiding principles and 5 core values that define our special character.

### Guiding principles

We provide a mana-enhancing learning environment where

- Students are at the centre of their learning
- Learners are encouraged to be creative, innovative and take risks
- Diverse and flexible individual learning pathways are supported
- Learning is a partnership
- Everyone is a learner and everyone is a teacher

### Core values

**Whanaungatanga**

By accepting the rights and obligations of being part of Ao Tawhiti Unlimited Discovery we develop relationships and a sense of belonging that strengthens each member of our learning community. The relationships we form through shared experiences and working together give us a solid foundation to nurture, guide and direct our students.

**Respect**

We commit to honouring the individual while celebrating our diversity. We respect ourselves and each other as we aspire to build an empowering learning community.

**Kaha**

Ao Tawhiti Unlimited Discovery encourages/supports energetic and powerful learning. Our students are

courageous as they push the boundaries of their own learning by taking risks and developing their own path.

**Trust**

Building your own learning path requires that Ao Tawhiti Unlimited Discovery students live up to their commitments and responsibilities. They are trusted to make decisions and follow them through with integrity, and to behave in ways that positively promote Ao Tawhiti Unlimited Discovery to the world.

**Aroha**

Ao Tawhiti Unlimited Discovery actively strives to celebrate the uniqueness of individuals, while unifying the community. We share our successes and work through our difficulties with compassion, caring and tolerance.

## KEY RESPONSIBILITIES

Staff at Ao Tawhiti Unlimited Discovery are expected to support, promote and facilitate learning at all times, in accordance with our special character, guiding principles and values.

### **“Students are at the centre of their learning” is defined by the ability to:**

- meet every week with each student within their homebase (1:1s)
- meet at least 3 times per year with each student and their parent(s) / caregiver(s) within their homebase, at an Individual Education Meeting (IEM)
- provide feedback to students, parents and other learning advisors regarding the achievement of the students in their homebase and courses.
- create and implement structures that scaffold learning
- develop, implement and promote (via descriptors) courses that are based upon students' passions, interests and needs
- collect, use and reflect on student voice

### **“Learners are encouraged to be creative, innovative and take risks” is defined by the ability to:**

- attend and engage with, all school wide professional learning and development
- plan for and engage with, personal professional learning and development
- create an effective and challenging learning environment for students
- develop and promote a culture of mutual respect
- make connections with the wider school community
- plan for and make links to real world contexts
- be responsive to the individual needs of every learner they work with (time, place and age)
- to promote and advertise events and information relevant to the programmes created

### **“Diverse and flexible individual learning pathways are supported” is defined by the ability to:**

- attend information evenings, and community nights
- engage with extra curricular responsibilities as appropriate
- develop an individual learning plan (IEP) for every student in their homebase at an IEM
- monitor student goals set at the IEM through weekly 1:1s (15mins for Y7-13 students)
- establish a plan for all non course based learning (PBL, independent learning, at home learning)
- report on all non course based learning (PBL, independent learning, at home learning)

### **“Learning is a partnership” is defined by the ability to:**

- support parents in building learning relationships with students within the school
- report at least termly on student progress towards their course based and independent goals
- provide accurate and timely communication about student learning in the school's Learning Management System (LMS)
- provide accurate and timely communication about student behavioural concerns in the school's Student Management system
- provide accurate and timely communication about student attendance in the school's Student Management system

**“Everyone is a learner and everyone is a teacher” is defined by the ability to:**

- share school wide and individual professional learning and development with the wider community in an appropriate manner
- build relationships with, and make connections to, external providers and/or experts to support student learning
- engage with Ao Tawhiti Unlimited Discovery’s curriculum review system
- plan for student leadership opportunities in courses
- engage with the school’s appraisal system. This system requires learning advisors to
  - o develop a “focussing inquiry” in term 1 with their appraiser
  - o conduct a “teaching inquiry” during Term 2-3
  - o evaluate the teaching as inquiry in Term 4
  - o collect relevant information that supports the registered teachers’ criteria over a 3 year cycle
  - o provide evidence of two observations (while working with students)

**KEY TASKS**

Staff at Ao Tawhiti Unlimited Discovery are expected to meet their key responsibilities through a range of key tasks that support our special character, guiding principles and values, as well as the NZ Teacher Registration Criteria. The key task of a learning advisor at Ao Tawhiti Unlimited Discovery are as follows.

- Develop programmes of learning that
  - o are underpinned by the New Zealand Curriculum
  - o are appropriately assessed
  - o are informed by student voice (passion, interests and needs)
  - o demonstrate a sound knowledge of current issues and initiatives in education including Maori education
- Demonstrate expertise in
  - o teaching
  - o assessment
  - o designing learning activities and are informed by student voice (passion, interests and needs)
- Participate in the school’s annual appraisal process
- Build relationships with students and families to ensure that
  - o constructive learning relationships are established and maintained
  - o individual students needs are responded to
  - o a positive and safe physical and emotional environment is maintained
  - o an environment is created which encourages respect and understanding
- To maintain an effective and supportive working relationship with colleagues
- To undertake other appropriate tasks as requested by the school