



Learning Advisor Music Theory – Job Description

A. Facilitation of Learning Role

- **Plan programmes and lessons that are consistent with the New Zealand Curriculum and record these as outlines on the Learning Management System.**
- **Ensure that students have an outline of courses you are facilitating; understand the learning to be covered and outcomes expected; have some co-constructed involvement/support in their individual approach to the learning; and, have clarity and guidance about how their learning is to be recorded/demonstrated and assessed.**
- **Ensure students have a record of learning at the completion of each block/course in the form of a reflection/learning story.**
- **Complete and record evaluations of student learning within two weeks of the completion of a block.**
- **Ensure the needs of Maori students, students with specific learning needs and gifted and talented students are evident in your planning and facilitation.**
- **Inform Homebase LAs of any issues associated with learning and attendance.**
- **Maintain a roll and take this each timetabled slot and record this electronically on KAMAR or through a written document to be dropped at the school office within 15 minutes of the start of each lesson.**

KEY OUTCOMES

- **Evidence of programme and lesson planning that is appropriate and aligned with the New Zealand Curriculum;**
- **Evidence of inquiry approaches within courses;**
- **Informed parents through regular reporting;**
- **The integration of Ka Hikatea into programmes and lessons;**
- **Evidence that programmes and lessons include opportunities for Maori students, students with specific learning needs and gifted and talented students;**
- **Accurate and timely recording of achievement, assessment and report comments;**
- **Appropriate and early follow-up and/or on referral of all issues to and for Homebase;**
- **Accurate and timely attendance management and monitoring; and,**

- Evidence of involvement in course evaluations and/or curriculum reviews.

The LA Music Theory will work closely with the full-time Music LA at Unlimited Paenga Tawhiti.

This role is fixed term, 3 hours a week for Terms 1, 2 and 3 in the 2012 school year.

This role could be combined with the advertised Itinerant Music position(s) for a suitable applicant.