

Job profile for: Sample School

Academic year: 2013

Post title: School Gifted and Talented Co-ordinator

Responsible to: The Principal and BoT/ Head of Curriculum and Pastoral Care

The main purpose of the position: To improve the progress and achievement of gifted and talented children through ensuring there is quality provision of differentiated learning opportunities to meet the special learning and social-emotional needs of gifted students

Areas of responsibility:

- Contributing to GATE Policy and decisions in conjunction with the SMT and also involving parents/whānau
- Coordinate the GATE Team in assessing and identifying gifted and talented children
- Providing advice and direction for teachers and other staff
- Monitoring the effectiveness of the teaching provided for gifted and talented children, and its impact on standards of achievement in the National Curriculum

Specific Responsibilities include:

- Guides the development of a sound research-based school policy to support gifted provision
- Identifying gifted and talented students using a multi-categorical & multi-method team approach.
- Ensuring Māori, Pasifika and other cultures of the school are reflected in identification
- Maintaining a GATE Register
- Liaising with parents/whānau
- Liaising with staff re class placement, acceleration, withdrawal programmes, classroom teaching etc.
- Facilitating IEPs, where appropriate.
- Work with the school PLD Committee to have more staff have training in this area.
- Work with syndicate or department heads to – provide specific differentiation for gifted students in planning.
- Facilitate the withdrawal group
- Manage the gifted and talented budget and where necessary presents the case for funding increases or adjustments; acquires resources, promotes & explains these resources to other members of staff and manages their use and storage
- Encourage staff to use the GATE resources available
- Undertakes a regular review of gifted provision throughout the school
- Keeps management and the school board of trustees well informed about the status of the school's provision for gifted learners, any achievements, and any emerging needs or other factors to be taken into account
- Maintains his or her own on-going professional development in this field through: courses, networking, reading and conference attendance
- Be a member of professional organisations such as giftEDnz and NZAGC.
- Completes an annual Board of Trustees Report.