

Understanding the Senco user role

INFORMATION FOR EARLY LEARNING SERVICES



Purpose of user roles

Te Rito user roles are set up to ensure that only those people who are authorised to access Te Rito can do so, and that each user's level of access to ākonga (learner) information matches the work that they do. Te Rito user roles are assigned within the Education Sector Logon (ESL) by the Ministry of Education's Education Service Desk.

Privacy Act 2020 and ākonga personal information in Te Rito

Ākonga information in Te Rito is personal and identifiable, which means the Privacy Act 2020 applies to all ākonga information hosted by, or recorded in, Te Rito. One of the principles of the Act is that you must only collect personal information if it is for a lawful purpose connected with your functions or activities as an educator, and the information is necessary for that purpose. This means that anyone accessing Te Rito should only have access to the ākonga information they need to do their job.

Your role as centre manager for your early learning service

As centre manager for your early learning service, you'll be responsible for deciding which staff members on your team get access to Te Rito. These should only be staff members with a role related specifically to learning support, because the standardised Learning Support Register (sLSR) in Te Rito contains sensitive information. Ideally, you should have no more than two staff members with access to Te Rito.

Your Senco user role in Te Rito

You and your staff will be assigned the Senco user role in Te Rito, which will give you the same level of access as a Senco in a kura or school. A Senco is a person who manages learning support programmes in a kura or school.

What you can see and do in the sLSR on Te Rito

In the sLSR, you will be able to see your register, the cluster register and two learning support needs dashboards. In your register, you will be able to manage learning support needs records for learners in your early learning service.

Page 2 summarises your access in Te Rito.

What early learning service users can see in Te Rito

Register/dashboard name	What it shows
Registers (contain personal information about individual learners)	
My register	Learning support needs information for individual learners in an early learning service or kura/school. This is where you can view and change details of an ākonga's record.
Cluster register	Summary view of learners with learning support needs in your cluster. This register only includes data for learners who have provided consent for their information to be shared with the cluster (or whose parents or legal guardians have provided consent).
Dashboards (display only aggregated information, but can be used to 'drill down' into personal information about an ākonga)	
Learning Support Needs dashboard	Shows percentages of learners with learning support needs in a cluster by kura/school, main categories of support needs, how the needs are being prioritised, and response plans and funding in place. These statistics are overlaid with demographics such as the ethnicity, gender and year level of learners with support needs.
Learning Support Needs Over Time dashboard	Shows how learning support needs in a cluster are changing over time.