

Hurunui College Job Description

Name:

Position Title: Learning Assistant

Responsible to: SENCO

Status: Permanent **Grade:**

Overall Objective: To provide general learning support to students in the Year 4/5-7 classes, as well as additional learning support through the delivery of specific and/or adapted programmes for small groups and individuals

The Hurunui College Board of Trustees is an employer party to the Support Staff in Schools Collective Employment Contract and any incumbent is employed under its terms and conditions.

	KEY TASKS, RESPONSIBILITIES & ESSENTIAL SKILLS	DESIRED OUTCOMES
1	<p>SUPPORTING THE STUDENTS</p> <p>Provide targeted support to identified student(s) by:</p> <ul style="list-style-type: none"> ● Planning tasks & activities that meet the identified needs of the students ● Establishing and maintaining effective, supportive, trusting and positive relationships with student(s) ● Recognising, respecting and being adaptable to the varying individual needs of the student(s) ● Stimulating interest and encouraging participation of the student(s) fully and safely in the learning support programme as well as classroom programme and with all school activities ● Clarifying and explaining instructions in a clear and concise way ● Ensuring student(s) is able to use and access equipment and materials ● Promoting student independence at all times ● Showing empathy, patience, encouragement, resilience and active listening skills ● Providing feedback on performance and behaviour to student(s) through our RISE values ● Taking appropriate action to support student(s)' wellbeing ● Assist with specific health, medical & safety needs of student as & if required ● Be an appropriate role model for the students ● Treating all information gained as a result of your work about the student, their families, their class and the school with discretion and confidentiality at all times 	<p>Student(s) with learning, behavioural, specific health and/or other needs are able to access the curriculum at their individual level and receive the support they require to succeed to their full potential. Students are motivated, have improved self-esteem, develop independence and are encouraged to take responsibility for their own learning and behaviour.</p>
2	<p>SUPPORTING THE TEACHERS</p> <ul style="list-style-type: none"> ● Assist and liaise with classroom teachers, SENCO & other professionals as appropriate for the preparation and implementation of work ● Plan and implement specific programmes and activities with support from the classroom teacher, SENCO and/or other professionals e.g RTLB ● Follow the programme set out by the class teacher and the teacher's specific instructions ● Establish effective, supportive and positive relationships with teachers ● Communicate regularly with the class teacher and/or SENCO and provide regular feedback ● Keep a daily record of each student's progress and other appropriate information if required ● Where required, attend IEP meetings and other meetings related to that student and contribute to the review of the student's progress and evaluation of the programme ● To undertake other duties as required by staff including preparing, organising or making appropriate resources. 	<p>Classroom teachers are assisted and the needs of a group of students or individuals are met.</p> <p>Positive, respectful and a professional working relationship is established with teachers.</p> <p>Information of student success and difficulties is relevant and accurate and communicated to the appropriate person</p> <p>Gain understanding of the specific needs of the student, student receives the support required to succeed and objectives of IEP are met</p> <p>Resources are prepared and organised to support students with their learning and other tasks are completed as requested.</p>
3	<p>SUPPORTING THE SCHOOL</p> <ul style="list-style-type: none"> ● Take opportunities and show willingness to update skills through professional readings & by attending relevant professional development ● Take part in the school professional growth cycle ● Support and model the school values at all times ● Work collaboratively as a team member, freely sharing knowledge and using others' strengths ● Manage time effectively, be punctual, and meet timelines ● Be aware of the school's procedures and always follow them ● Keep informed of school events ● Redirect and/or communicate with the class teacher and/or SENCO of any queries or concerns from parents/caregivers ● Respect, accommodate and have some basic knowledge of Māori language/pronunciation, culture, beliefs, values and heritage and an interest and commitment to further develop te reo Māori. 	<p>Skills as a Learning Assistant are extended and improved.</p> <p>Expectations as a member of our school team are clear.</p> <p>Appropriate channels of communication are clear.</p>