unlimited
PAENGA TAWHITI

Job Description for Learning Assistant in the Learning Support Centre

KEY ROLES:

The setting up of a supportive learning environment for individual students who need access to specialist support through identified learning or behavioural needs. Supporting programmes set by Learning Advisors and the Special Needs Co-ordinator.

Work with individual students and/or small groups of students to support:

- inquiry learning;
- the engagement of students in learning;
- literacy and numeracy development, including reader/writer assistance as required for some students in assessment activities;
- individual learning programmes as outlined through the IEP or outlined through the Special Needs Co-ordinator
- achievement of set targets outlined in the IEP plan outlines
- progress in specific learning areas through individualized and specialized learning programmes
- learning tasks and activities assigned by Learning Advisors (Teachers);
- the supervision/mentoring of students working on individual or collaborative projects and tasks;
- a sense of community belonging for students; and,
- other tasks and duties as negotiated with the Special Needs Co-ordinator.

REPORTING:

The position reports to the Special Needs Co-ordinator.
Personal/professional development opportunities will involve working with other Learning Assistants, the Special Needs Co-ordinator and Learning Advisors.

KEY OUTCOMES:

Area	Outcomes to be Achieved
Support for inquiry learning and student engagement.	• Positive, supportive and purposeful relationships are achieved with students. • Students have clarity about expectations and what good work and achievement looks like.
Literacy and numeracy support	• Students with identified literacy and numeracy needs are helped or referred to appropriate support. • Benchmark 'testing' is arranged.
Support for Learning Advisors (Teachers)	• Assistance is provided with supervision, and individual and/or project learning is supported. This will include; accurate record keeping of support provided and referrals; setting up assessment activities; and, the monitoring of learning plans.
Support for Special Needs Co-Ordinator	• Students are guided and supported to take up learning opportunities and programmes run in the Learning Support Centre • Students are introduced to SENCO for further assessment, information provided to support with assessment. • Support may be provided in the Learning Support Centre.

PERSONAL ATTRIBUTES:

- An aptitude for working with and supporting adolescents through the special character of the school, the school's strategic focus and its distinct Look of Learning.
- Effective communication skills, including being able to work as part of a team and taking responsibility, when required, for students.
- Good computer skills and the ability to use general office and teaching equipment.
- Good communication with parents
- Effective administration skills and recording of student data

REMMUNERATION

This role is a fixed-term, part-time position, term-time only for 32.5 hours a week during term time only and includes some planning and meeting time for administration tasks.

As per Education Support Workers Collective Agreement - Associate Class, Grade B