

| JOB DESCRIPTION        |  |
|------------------------|--|
| Position title:        | Learning Support [LNS] Assistant – Inclusive Education   |
| Learning Support Area: | Inclusive Education  |
| Grade:                 | Grade B  |
| Reports to:            | LNS Leader   |
| Working relationships: | LNS Leader<br>HOLA Inclusive Education<br>Human Resources Leader<br>Senior Leadership Team<br>School community and sector stakeholders |

| PURPOSE OF THE POSITION   |
|---|
| To assist the Learning Support Leader so that assigned responsibilities, tasks and duties are accomplished successfully and efficiently in a timely way |

| KEY RESPONSIBILITIES |  | APPRAISAL INDICATORS   |
|----------------------|--|--|
| 1                    | As a member of the staff of Alfriston College you will be familiar and comply with the School's Charter and policies     | <ul style="list-style-type: none"> <li>A personal portfolio of evidence indicating familiarity with and compliance to the School's Charter and policies is current and regularly maintained</li> </ul> |
| 2                    | Promotion of the AC Way  | <ul style="list-style-type: none"> <li>A shared understanding of and consistent engagement in the AC Way is evident in your practice and disposition</li> </ul>  |
| 3                    | Provision of specific learning support services  | <ul style="list-style-type: none"> <li>Assigned learning support tasks are timely and are accurately, efficiently and collaboratively completed</li> </ul>   |
| 4                    | Creation and maintenance of and compliance with the respective Learning Support Area Manual of Operations and Guidelines | <ul style="list-style-type: none"> <li>Contribution to and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition</li> </ul>                        |

| TASKS and DUTIES        |   |
|-------------------------|---|
| Promotion of the AC Way | <ul style="list-style-type: none"> <li>Engage with AC events as appropriate to the Learning Support Area</li> <li>Attend and participate in relevant AC PLD</li> <li>When required participate in the sharing of tasks and responsibilities within the Learning Support Area and/or across support staff areas within the school</li> </ul> |

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| Specific LNS tasks / duties | <ul style="list-style-type: none"> <li>As per the signed attachment</li> </ul>                            |
| General                     | <ul style="list-style-type: none"> <li>Any other duties as reasonably required by the employer</li> </ul> |

| <b>GENERAL RESPONSIBILITIES</b>   |  |
|---|--|
| <ul style="list-style-type: none"> <li>On-going up-skilling of support staff</li> <li>On-going professional learning and development</li> <li>Health, safety and well-being of the Learning Support Area</li> </ul> |  |

| <b>DECLARATION</b>  |          |
|---------------------|----------|
| Signed by employee: |          |
| Signed by employer: |          |
| Date:               |          |
| Last Reviewed:      | May 2018 |

| <b>Specific LNS tasks / duties – LNS Assistant – Inclusive Education</b> |   |
|--|---|
| Support the learning area  | <ul style="list-style-type: none"> <li>Assist assigned learners in class support, small groups and individually to enable them to gain self-confidence, independence and success</li> <li>Liaise with staff regarding learner needs</li> <li>Act as amanuensis for both assessments and examinations</li> <li>General administration duties, including maintaining observations notes on learners</li> <li>Provide current information on learner progress and attend Individual Education Plan [IEP] meetings</li> <li>Carry out remedial or developmental activities as directed by the Learning Leader or other professionals involved in the learners IEP</li> <li>Accompany learners on field trips and community studies</li> <li>Attend learning area meetings once a week</li> <li>Complete learners' observation logs once a week</li> <li>Supervise and administer physio therapy programme for learners with disabilities on a weekly basis</li> </ul> |
| Resource management  | <ul style="list-style-type: none"> <li>Manage and prepare resources for learners and staff in a professional and equitable way as assigned by Heads of Learning Area [HOLA]</li> <li>To keep up to date with available specialised learning resources</li> </ul>  |

|                     |  |
|---------------------|--|
| General             | <ul style="list-style-type: none"><li>• Use reasonable initiative to fulfil any other duties as required to support learning</li></ul> |
| <b>DECLARATION</b>  |  |
| Signed by employee: |  |
| Signed by employer: |  |
| Date:               |  |
| Last Reviewed:      | May 2018   |