

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 HOLA Inclusive Education Human Resources Leader Senior Leadership Team 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"> A personal portfolio of evidence indicating familiarity with and compliance to the School's Charter and policies is current and regularly maintained
2	Promotion of the AC Way	<ul style="list-style-type: none"> A shared understanding of and consistent engagement in the AC Way is evident in your practice and disposition
3	Provision of specific learning support services	<ul style="list-style-type: none"> Assigned learning support tasks are timely and are accurately, efficiently and collaboratively completed
4	Creation and maintenance of and compliance with the respective Learning Support Area Manual of Operations and Guidelines	<ul style="list-style-type: none"> Contribution to and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition

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

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

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

DECLARATION	
Signed by employee:	
Signed by employer:	
Date:	
Last Reviewed:	May 2018

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

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