

JOB DESCRIPTION	
Position title:	Learning Support [LNS] Assistant – Workshop
Learning Support Area:	Technology Hard Materials
Grade:	Grade B
Reports to:	HOLA
Working relationships:	HOLA Technology Human Resources Leader Senior Leadership Team School community and sector stakeholders

PURPOSE OF THE POSITION
To assist the LNS 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 professional learning and development 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 • Specifically, during the school timetabled day
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 – Workshop	
Support learning in the workshop	<ul style="list-style-type: none"> • Assist assigned learners in class support, small groups and individually to enable them to complete practical work • Liaise with staff regarding learner and learning needs • General administration duties, including maintaining learner assessment records, recording and tracking projects, managing purchases, invoicing and asset register • Accompany learners on field trips and learning projects as planned in the Technology Hard Materials learning area • Attend learning area meetings once a week
Resource management during timetabled time	<ul style="list-style-type: none"> • Liaise with LNS Assistant Hard Technology to maintain/check and service all tools and machines in the workshop as planned during the school day • Assist with cleaning of the workshop and prep rooms • Manage and prepare resources for learners and staff in a professional and equitable way as assigned by Head of Learning • 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