

JOB DESCRIPTION	
Position title:	Learning Support [LNS] Assistant – Te Wahi Awhina
Learning Support Area:	Te Wahi Awhina
Grade:	<b>Grade A-C, Step 1-7</b> (depending on qualifications and experience) of the Support Staff in Schools Collective Agreement
Hours:	Part-time (hours negotiable), Term Time Only Permanent
Reports to:	LNS Leader – Te Wahi Awhina
Working relationships:	LNS Leader Leader – Guidance and Behaviour Support Finance 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 strategic plan and policies	<ul style="list-style-type: none"> <li>A personal portfolio of evidence indicating familiarity with and compliance to the school's strategic plan 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 completed timely and are accurately, efficiently, and collaboratively</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> <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>

<b>TASKS and DUTIES</b>	
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 professional learning and development (PLD)</li> </ul>
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 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:	November 2021

<b>Specific LNS tasks / duties, LNS Assistant – Te Wahi Awhina</b>	
Support the learning area	<ul style="list-style-type: none"> <li>Assist assigned learners to enable them to gain self-confidence, independence, and success</li> <li>Liaise with staff regarding learner needs</li> <li>Act as writer for assessments and examinations</li> <li>Complete general administration duties, including maintaining observation notes on learners</li> <li>Provide current information on learner progress and attend Learning Plan (LP) meetings</li> <li>Carry out developmental activities as directed by the Learning Leader or other professionals involved in the learners LP</li> <li>Accompany learners on EOTC</li> <li>Attend learning area meetings once a week</li> <li>Assist learners with personal care and toileting as required</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 leadership</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:	November 2021

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