| **JOB DESCRIPTION**  |
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| Position title: | Learning Support (LNS) Assistant – Grade B-C |
| Learning Support Area: | Technology |
| Grade: | Grade B-C |
| Reports to: | NZ Curriculm Area Leader - TechnologySenior Leader - Learning Connection  |
| Working relationships: | NZ Curriculum Area Leader - TechnologySenior Leadership TeamSchool community and sector stakeholders |

| **PURPOSE OF THE POSITION**  |
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| To assist the NZ Curriculum Leader so that assigned responsibilities, tasks and duties are accomplished successfully and efficiently in a timely way**Core skills of Grade A and B** and at Grade C the additional skills of ongoing mentoring, emotional engagement, de-escalating difficult situations, negotiation and/or persuasion. |

| **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  | * 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 | * 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 | * Assigned learning support tasks are timely and are accurately, efficiently and collaboratively completed
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| 4 | Creation and maintenance of and compliance with the respective Learning Support Area Manual of Operations and Guidelines | * Contribution to and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition
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| **TASKS and DUTIES** |
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| Promotion of the AC Way | * 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
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| Specific LNS tasks / duties | * As per the signed attachment
* Specifically, during the school timetabled day
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| General  | * Any other duties as reasonably required by the employer
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| **GENERAL RESPONSIBILITIES** |
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| * On-going up-skilling of support staff
* On-going professional learning and development
* Health, safety and well-being of the learning support area
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| **DECLARATION** |
| --- |
| Signed by employee: |  |
| Signed by employer: |  |
| Date: |  |
| Last Reviewed: | July 2021 |

| Specific **LNS tasks / duties** **–** Connard Honetana**, LNS Assistant -** Grade B-C |
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| Resource management during timetabled time | * Liaise with staff regarding learning needs
* Liaise with NZ Curriculum Area Leader - Technology to maintain/check and service all tools and machines in the workshop as planned during the school day
* Assist with cleaning of the prep rooms
* Manage and prepare resources for learners and staff in a professional and equitable way as assigned by NZ Curriculum Area Leader - Technology
* To keep up to date with available specialised learning resources
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| Support learning | * Delivering specific day-to-day programmes, tasks and activities to agreed standards with learners identified through the learning languages curriculum area
* Provides cultural leadership which requires specific language skills, knowledge and expertise which include whakairo and kapa haka
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| Directly support assigned learners  | * Provide specific technological expertise to learners
* Support a learners wellbeing by engaging with the NZ Curriculum Leaders and Whanau Leaders
 |
| General | * Use reasonable initiative to fulfil any other duties as required to support learning
 |
| **DECLARATION** |
| Signed by employee: |  |
| Signed by employer: |  |
| Date: |  |
| Last Reviewed: | July 2021 |