| **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 - Technology  Senior Leader - Learning Connection |
| Working relationships: | NZ Curriculum Area Leader - Technology  Senior Leadership Team  School 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 |
| 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 |

| **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 |
| Specific LNS tasks / duties | * As per the signed attachment * Specifically, during the school timetabled day |
| General | * Any other duties as reasonably required by the employer |

| **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 |

| **DECLARATION** | |
| --- | --- |
| Signed by employee: |  |
| Signed by employer: |  |
| Date: |  |
| Last Reviewed: | July 2021 |

| Specific **LNS tasks / duties** **–** Connard Honetana**, LNS Assistant -** Grade B-C | |
| --- | --- |
| 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 |
| 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 |
| 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 |