

JOB DESCRIPTION	
Position title:	Pathways Assistant - Learning Support [LNS]
Learning Support area:	Pathways
Grade:	Grade C
Reports to:	Pathways Leader - LNS Leader Careers
Working relationships:	Pathways Leader (LNS Leader – Careers) Human Resources Leader Senior Leadership Team School community, wider community and sector stakeholders

PURPOSE OF THE POSITION
To assist the Pathways Leader (Learning Support Leader Careers) 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"> <li>A personal portfolio of evidence indicating familiarity with and compliance to the School's Charter 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 timely and are accurately, efficiently and collaboratively completed</li> <li>Relevant and appropriate national standards and qualifications are adequately met</li> </ul>
4	Contribution to 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> </ul>

TASKS and DUTIES	
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 AC PLD</li> <li>When required participate in the sharing of tasks and responsibilities within the learning support area (Pathways)</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 up-skilling, 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:	May 2021

<b>Specific LNS tasks / duties, Pathways Assistant (LNS Assistant)</b>	
Develop and maintain an effective network of Careers Education providers and stakeholders	<ul style="list-style-type: none"> <li>Network with SL Pathways/ NZCLs/ Whānau Leaders and appropriate external agencies, sector providers and other stakeholders to provide accurate and current information about careers, training options and future employment trends using a variety of appropriate digital and paper form media</li> <li>Explore, liaise, maintain and organise with network partners to deliver timely, appropriate and relevant career education programmes and real-life experiences that meet agreed and/or national targets and regulations</li> </ul>
Develop and maintain effective systems to track and monitor learner achievement and engagement	<ul style="list-style-type: none"> <li>Network with SL Pathways/ NZCLs/ Whānau Leaders/Learners' whānau and appropriate external agencies, sector providers and other stakeholders to maintain accurate attendance data and address attendance concerns</li> <li>Network with SL Pathways/ NZCLs/ Whānau Leaders/Learners' whānau and appropriate external agencies, sector providers and other stakeholders to maintain accurate achievement data and address achievement concerns</li> </ul>
Provide timely, accurate pathway advice to learners and their whānau	<ul style="list-style-type: none"> <li>Advise and lead young people to raise awareness of opportunities available during and beyond school</li> <li>Lead and contribute to appropriate forums to advise learners and their whānau</li> <li>Demonstrate proactive approaches to reach all learners</li> </ul>

	<ul style="list-style-type: none"> <li>• Give advice which is aspirational and leads young people into further learning which will enhance their current qualifications and experiences</li> </ul>
Co-construct and maintain learners' career profiles and pathway plans using appropriate and relevant digital and paper form tools	<ul style="list-style-type: none"> <li>• Implement the co-constructed process that enables all learners to set goals, determine and explore needs, interests and pathways and construct personalised career pathway plans</li> <li>• Support Whānau and Curriculum Area programmes to ensure learners have a knowledge of themselves, their needs and aspirations via the Career competencies and benchmarks</li> <li>• Use a variety of digital and appropriate tools</li> </ul>
Maintain a connected, authentic and relevant Pathways centre	<ul style="list-style-type: none"> <li>• Organise a readily accessible information system for all learners, parents and learning leaders</li> <li>• Provide an environment to seek advice and information about training and employment opportunities</li> <li>• Develop school-wide and targeted learning programmes and support systems that enable all learners and their whānau to effectively and adequately access career pathways, scholarships, schemes, applications, open days and like opportunities</li> <li>• Comply effectively and appropriately with ministry and national requirements for the respective national programmes and initiatives operating in Alfriston College</li> <li>• Follow agreed practice and principles on Pathways budgeting, spending and other resourcing</li> </ul>
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