


POSITION DESCRIPTION

POSITION:	Learning Assistant Level 3 – Middle and Senior School	
STATUS:	Fixed term	
TIME:	Full-time or Part-time as required	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	<p>Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.</p> <p>Key to the achievement of this vision is the School's strategy of attracting and retaining the best people.</p>	
LINE MANAGEMENT:	<ul style="list-style-type: none"> ● Reports directly to Head of Inclusive Learning 	
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> ● Inclusive Learning team ● Teachers and Deans ● Curriculum Leaders ● Students and their families 	
SALARY:	Hourly rate between \$26 - \$32 per hour	
JOB PURPOSE	The Learning Assistant is responsible for supporting a student with specific learning difficulties within a mainstream classroom programme.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
Professional Conduct	<ul style="list-style-type: none"> ● Behave in a way that articulates, supports and furthers the School's strategic vision. ● Model positive behaviours, which support the School's Code of Ethics and Core Values. ● Demonstrate and understanding of, and commitment to the national and international foci of the school. 	<ul style="list-style-type: none"> ● Evidence of support for the School's vision and strategic plan. ● Personal conduct reflects the Core Values of the School. ● Evidence of awareness, acknowledgment and promotion of the School's commitment to biculturalism and multiculturalism.
Student support	<ul style="list-style-type: none"> ● Follow student programmes as developed by the class teachers or as directed by an IL teacher. ● Supports student independence in learning ● Identify and take action to understand the causes of a student's emotional state and provide appropriate support or alert others when escalation is required. ● Support student inclusion in the classroom as necessary, including self-care, personal safety, mobility. ● Assists students to stay on task. ● Participate in the use of agreed appropriate behaviour management strategies. ● Use age appropriate language and activities for students. ● Provide feedback/ reinforcement that is consistent and meaningful to the student, which aligns with the School's policies and procedures. ● Active intervention to support students with additional needs. ● As appropriate, responsible for a range of physical care and will be required to ensure the students' dignity is maintained. ● Perform tasks as outlined by the teacher or Inclusive Learning team 	<ul style="list-style-type: none"> ● Student learning outcomes demonstrate that the student has been supported to engage with the learning at an appropriate level. ● Feedback students are feeling happy, safe and secure in the classroom. ● Students are supported by the learning assistant to stay on task and engaged in learning. ● Appropriate language and activities are being used for students. ● Positive feedback and reinforcement has been provided to students on a regular basis. ● Tasks have been performed as agreed. ● Evidence of attendance and participation in meetings as required. ● Learning assistants engage with teachers and parents positively. ● Learning assistants participate and contribute in meetings with parents, deans and specialists as required. ● Students are screened for SAC applications ● Students are supported in an assessments and exams with their SAC entitlements ● Evidence that student engagement is improved as a result of learning assistant support.

Accountabilities	Responsibilities & Expectations	Performance Indicators
	<ul style="list-style-type: none"> ● Attend meetings with teachers, specialist teachers, parents and families as needed. ● Supports a student's wellbeing by engaging with family to address identified pastoral issues and enhance the student's ability to attend school and/or participate. This would include assisting new migrants with their transition into Aotearoa New Zealand culture and environment (if applicable). ● As required, screens students for SAC applications and/or is an exam assistant for assessments and exams. This could include reading and writing for a student. 	
Teacher support in the classroom	<ul style="list-style-type: none"> ● Provide support to the teacher as needed. ● Attend specialist lessons with students if needed. ● Support the teacher with learning strategies for students as required ● Work with the student/s as directed by the teacher. 	<ul style="list-style-type: none"> ● Evidence support has been provided in the classroom, or for assessments and tests as needed.
General Support	<ul style="list-style-type: none"> ● Provides regular provision of coaching and mentoring, guidance and training to other employees as required. ● Supports IL team as required 	<ul style="list-style-type: none"> ● Feedback from other learning assistants or colleagues.
Health & Safety	<ul style="list-style-type: none"> ● Facilitate a safe and supportive work environment by ensuring compliance with the School's policies, procedures and legislative requirements. ● Ensure all practicable steps are taken to keep staff, students and parents are safe while on the School grounds or participating in school activities. 	<ul style="list-style-type: none"> ● Evidence of compliance with School's policies, procedures and workplace health & safety legislative requirements. ● Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events.

Accountabilities	Responsibilities & Expectations	Performance Indicators
Other	<ul style="list-style-type: none"> ● Attend and participate in meetings as required. ● To positively support the character and values of Kristin school. ● Other duties as requested by the Principals or Head of Inclusive Learning ● Communicates support provided for students with parents after each lesson through shared notes 	<ul style="list-style-type: none"> ● Evidence of attending and participating in meetings as required. ● Learning assistant notes to parents are kept up to date and accurately detail the support provided for the student by the learning assistant.

Key Selection Criteria

Qualifications, Training & Experience

- Teacher Aide experience preferably experienced with adolescents.
- Ability to understand and work with students who have learning difficulties and / or different learning styles
- Understanding of school curriculum
- Recent National Police Vetting Check
- Desirable: Current First Aid certificate

Attributes and Skills

- Proven ability to develop and maintain effective relationships with students, staff and parents from diverse backgrounds
- Proven ability to enthuse, inspire and guide students
- The proven ability to work as an effective and constructive team member, with a willingness to help as needed
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes
- Highly organised with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks
- Well-developed problem-solving skills and proven experience in creating solutions
- An understanding of contemporary student pastoral and wellbeing practices
- Outstanding verbal and written communication skills
- Demonstrated personal resilience, including the ability to work in a demanding role
- A high degree of professional judgement and confidentiality
- Flexible, approachable and consistent in manner.