

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:	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. Key to the achievement of this vision is the School’s strategy of attracting and retaining the best people.	
LINE MANAGEMENT:	• Reports directly to Head of Inclusive Learning	
KEY RELATIONSHIPS:	• Inclusive Learning team • Teachers and Deans • Curriculum Leaders • Students and their families	
SALARY:	Hourly rate between \$29 – \$32 per hour	
JOB PURPOSE	The Learning Assistant is responsible for supporting a student with specific learning difficulties within a mainstream classroom programme. Ability to make minor adjustments to individual learning plans.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
Professional Conduct	- 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.	- 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	- 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.	- 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

Accountabilities	Responsibilities & Expectations	Performance Indicators
	- 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 - 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.	- 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.
Teacher support in the classroom	- 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.	Evidence support has been provided in the classroom, or for assessments and tests as needed.
General Support	- Provides regular provision of coaching and mentoring, guidance and training to other employees as required. - Supports IL team as required	Feedback from other learning assistants or colleagues.

Accountabilities	Responsibilities & Expectations	Performance Indicators
Health & Safety	- 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.	- 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.
Other	- 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	- 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.