Te Huruhuru Ao o Horomaka
HORNBY HIGH SCHOOL

1. ***Job Description***

Position Title: *Teacher Aide/Learning Assistant*

Reports to: *SENCO*

Working relationships: *SENCO, Deputy Principal, LSC, Classroom Teachers, External specialist Agencies eg. RTLB, Speech Therapist, Occupational Therapist etc*

Grade: ***Grade BC***

2. ***Employment Status***

Fixed term, full time	Commencement Date: asap

2. ***Purpose of the position***

To provide general and additional support to students through delivery of ongoing programmes for both individuals and small groups.

3. ***Key Responsibilities***	***Performance Indicators***
General Support. *To support and deliver ongoing programmes to individuals and/or small groups of students in the mainstream classroom.*	*Student(s) are able to access the curriculum at their individual level*
General Support. *To perform tasks and responsibilities according to the work matrix Grade description provided*	*Grade specified duties are performed*

Establish and maintain positive relationships with staff and students. *Liaise with classroom/subject teacher to ensure best support is provided to targeted student(s).* *Role-model and conduct oneself in a professional manner.*	*Assist student to stay on task* *Collaborates with others in the team* *Respects and accommodates language, heritage and cultures in a multicultural environment.* *Monitors and observes students and acts to build trusting relationship with students and colleagues*
Collaborate with key staff members who oversee Learning Support. *Liaise with SENCo, LSC and HOD as well as other key Learning Support Staff*	*Provide appropriate support, based on the student (s) need and IEP goals.* *Information regarding student (s) progress and needs are passed on to appropriate key staff members*
Additional Support *Support specific additional behavioural needs.* *Resources and equipment to be sourced and prepared for students*	*Student(s) able to develop independence appropriate to their learning journey and participate in school. This may include simple tasks related to feeding, personal hygiene, and/or monitoring and observing students inside and outside the classroom*
Professional Learning Development *Take part in Professional Learning Development to continue growth and upskill in areas relevant to Learning Support.*	*Contributes and Participates in Professional Learning Development*

Professionalism *Provide caring, professional support to identified student (s) that promotes learning, confidence, self-esteem and independence.*	*Student(s) are able to access learning that meets their needs and supports their potential* *Students to feel positive and supported* *Work flexibly and independently as required. This includes showing initiative to support additional students, following a scheduled timetable and adapting when necessary.* *Contribute positively and productively to the school as a whole.*

4. ***Tasks and Duties***

General Support

- *A high level of day-to-day independence, which includes planning tasks and activities and clear accountability for delivering specific programmes to agreed standards.*
- *Tailoring, testing, adapting and creating individual plans and resources within the programmes*

Additional Support

- *Provides direct support for specific behavioural needs of individual students in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the school.*
- *Implement behavioural programme as prescribed by RTLB, MOE or any other external agencies*
- *In relation to behavioural needs student (s), constantly monitoring for escalating behaviours and diffuse these situations.*

5. ***General Responsibilities***

Comply with all board policies, relevant legislation and school values

6. <u>Essential Skills</u>

Strong communication skills, empathy, active listening

7. <u>Declaration</u>

Approved by:	***Iain Murray, Principal***
Date approved:	***5 December 2023***
Signed by employee once offered employment	