

# STUDENT SUPPORT WORKER

## JOB DESCRIPTION 2019



**Employee:**

**Hours per week/Weeks per year:** 25hrs/week (term time only)

**Tenure:** Fixed term

**Responsible to:** (i) Principal (Daniel Wilson)  
(ii) Deputy Principal (Trevor Olley)

Duties		
1.	As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies	<ul style="list-style-type: none"> <li>a. Positive professional relationships with all staff members are maintained</li> <li>b. Contact with all students, is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance</li> <li>c. School administration is supported</li> <li>d. The hours of work, as arranged, are strictly followed</li> <li>e. The Deputy Principal is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary</li> <li>f. Any other tasks as allocated or directed by the Senior Leadership Team</li> </ul>
2.	Duties	<ul style="list-style-type: none"> <li>a. Carry out delegated/referred tasks from House Deans / Learning Support Coordinator / Deputy Principal (Learning Support)</li> <li>b. Support students in the classroom as directed by the Deputy Principal (Learning Support)</li> <li>c. Create and be involved with activities that cultivate positive school spirit</li> <li>d. Support dispute resolution, mediation in student conflicts on a referral basis</li> <li>e. Home visits as allocated by the Deans / Learning Support Coordinator / Deputy Principal (Learning Support)</li> <li>f. Assist staff and students to ensure that students have correct uniform, bags and equipment</li> <li>g. Be instrumental in building positive relationships for students with staff, peers and whanau</li> <li>h. Help (where appropriate) to integrate young people into school activities and programmes that will enhance their skills, safety and self esteem</li> <li>i. Report any safety issues that arise for students (according to relevant code of ethics) to the Deputy Principal (Learning Support) or Head of Counselling at the earliest convenience</li> </ul>

Duties		
		<ul style="list-style-type: none"> <li>j. Seek appropriate professional supervision after encountering any safety issues</li> <li>k. Maintain a highly visible presence throughout the school day but particularly before and during interval/lunch</li> <li>l. All Nayland College and Support Services protocols and best practice guidelines are followed</li> </ul>
a.	General	a. It should be noted that other tasks and duties may be allocated by agreement in consultation with the Line Leader and the Principal as and when required.

## PROFESSIONAL DEVELOPMENT AND REVIEW

The Student Support Worker is expected to set professional goals and participate in the Nayland College Professional Development Process.

Professional Development discussions with the Line Leader will help identify strengths, highlight issues needing resolution and confirm professional goals. The Youth Worker will undertake training identified as necessary.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Note: This Job Description should be read in conjunction with the relevant Contract of Employment.

This job description may be reviewed annually at the discretion of the Principal.

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**Daniel Wilson** (Principal)

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**Name** (Employee)

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**Dated**