



Burnside High School
Te Kura o Waimairi-iri

Learning Assistant Position Description

Tenure:	Permanent, full-time, term time only, support staff position
Responsible to:	Learning Support Manager Head of Department Learning Support/SENCO
Functional relationships with:	Teachers supporting the various programmes offered by the school Learning Support Department Staff Head of Department Learning Support
Hours of work:	During school hours as per contract letter
Remuneration:	The pay scale will be based on the Support Staff in Schools' Collective Agreement – Grade B-C , plus any qualifications allowance as applicable

PURPOSE

To support learning in the classroom and school environment with a high level of day-to-day independence by working alongside teachers with students who have been identified as having complex learning, health, personal care and/or behaviour needs, across the curriculum. The key part of this role is accountability for planning tasks and activities and implementing these to an agreed standard which enable students to participate in the learning environment.

KEY TASKS (includes core skills and responsibilities within Work Matrix Grade B)

Independently delivers ongoing programmes with ability to adapt as required

- Has a high level of day-to-day independence, which includes planning tasks and activities and clear accountability for delivering specific programmes, either individually or to small groups/classes, to agreed standards across a range of subjects.
- In consultation with the teacher:

- Tailoring, adapting and creating individual plans and resources within the programme to ensure learning objectives are achieved in response to individual student needs
- Updating programme documentation
- Carry out needs-based testing as requested

Supports students with complex health, personal care, behaviour and/or other needs

- Follow the specific learning/behaviour/personal (toileting, showering, personal appearance etc) care plans and implement programmes as prescribed by specialists to enhance the student's ability to integrate, improve and be independent and participate more fully in the school. These may include:
 - Plans written by physiotherapist, occupational therapist, Learning Support specialist etc, that will involve specific expertise, learned techniques, active intervention, constant vigilance for escalating behaviours
 - Carrying out reader/writer/supervisor requirements for assessments when allocated. This may include Special Assessment Condition provisions, Year 8 Entrance testing
- Provide ongoing feedback for the specific learning/behaviour/personal care (toileting, showering, personal appearance etc) care plans and programmes when requested, including informing relevant staff members and by updating relevant documentation.

Developing and Supporting Te Ao Māori

- Understand and recognise the bicultural nature of Aotearoa, using cultural responsive practices

GENERAL

- Supporting the school's strategic goals with cultural competency
- To attend professional development courses and meetings where appropriate and provide coaching and mentoring, guidance and training when requested
- Establish positive relationships with student(s) by providing immediate and positive reinforcement for effort, achievement and participation
- Ensuring that students' care, safe handling and dignity is maintained throughout
- Maintain a working relationship with the class teacher regarding support within the classroom. When and where appropriate update Line Manager and/or Head of Learning Support regarding any specific concerns
- Be an effective, contributing member of Burnside High School and specifically the Learning Support Department, adhering to procedures and guidelines
- Additional tasks as requested by the Learning Centre Manager/Head of Learning Support; these may include tasks allocated on a short-term/project basis

PERSON SPECIFICATIONS

- Ability to work with young people from a range of backgrounds, including priority learners
- Ability and willingness to work supportively as a member of the staff team
- Be dependable, show good judgement, empathy, initiative and self-motivation
- Demonstrate effective time management skills
- Ability to follow verbal and written instructions
- Competence in using computer programmes and other IT equipment and programmes as required
- Have strong organisational skills and be able to multitask
- Demonstrate a high level of interpersonal skills in order to liaise well with students and all levels of management and staff
- Be a positive role model – supportive of the Burnside High School Way ethos, presenting a good image and treating staff and students with courtesy and respect
- Preserve confidentiality and display patience, understanding and discretion at all times
- A relevant qualification is desirable but not essential. Experience and skill-set will be taken into consideration

DECLARATION

I accept this position as offered. I have read the content of this position description and understand and accept its parameters.

Signature: _____
(Rebecca Wolff)

Date: _____