

MISSION HEIGHTS Junior College

LEARNING ASSISTANT

POSITION DESCRIPTION

NAME:

POSITION: Learning Assistant

TENURE: Part Time, Fixed term

HOURS OF WORK: 20 hours per week

Terms of employment and remuneration as per the Support Staff in Schools Collective Agreement 2017 – 2019

RESPONSIBLE TO: Principal through the Assistant Principal with responsibility for special needs.

KEY TASKS

- To provide effective support for learning of students.
- To ensure that the learning environment is effectively managed to facilitate engaging, challenging and appropriate learning consistent with the school's vision.
- To ensure that you are supporting students to develop the appropriate skills, competencies, attitudes and values to enhance their learning process.
- To supervise students during interval and lunch times.

KEY RESPONSIBILITIES

Professional Competence

- Support groups/individuals as required by the Senior Leadership Team;
- With training and guidance implement learning strategies appropriate for individual needs consistent with school wide and team requirements;
- Evaluate the impact of your teaching strategies regularly to improve effectiveness;
- Maintain maximum use of learning time;
- Use effectively educational resources available within the school, to enhance meaningful learning;

- Participate in the Mission Heights Junior College's performance management cycle and undertake professional development, which is aligned with the school's strategic direction as appropriate.
- Ensure that students are aware of the progress they are making in achieving their objectives by providing appropriate feedback.
- Supervising students in and outside the whanau areas to ensure their health and safety.
- Refer all concerns to the appropriate senior leader.

Motivation of Students

- With support and training ensure all learning programmes are appropriately planned and delivered, taking into account individual needs and cultural backgrounds;
- Foster self-esteem, self-control and independent learning;
- Provide a stimulating learning environment;
- Promote the personal and educational welfare of their students;
- Be willing and able to establish good relationships with students, to respect their individual needs and cultural backgrounds and to encourage learning through high expectations; and
- Establish positive, professional communication with students and parents.

Student Management

- Maintain acceptable standards of behaviour, with consistent expectations;
- Provide positive acknowledgement of appropriate behaviour; and
- Maintain a learning environment that is safe for all students;
- Communicate information of concern to Senior Staff immediately.

General Expectations

- Establish and maintain effective working relationships with the school staff; and
- Seek clarification, guidance or assistance as necessary;
- Work co-operatively, sharing information and ideas with staff; and
- Be proactive in liaising with Senior Leaders re current learning contexts and school activities;
- Where appropriate, participate in and support school activities, these could include cultural, sporting, social and community activities.
- Adhere to the staff handbook guidelines re attendance, dress code, playground duties etc.

Learning Assistant _____

Principal _____

Date _____