



*The Freedom to Soar  
Tukuna kia rere*

## Job Description – Learning Support Assistant ORS & High Health

Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

<b>Position Title</b>	<i>Learning Support Assistant</i>
<b>Reports to</b>	<i>Classroom Teacher, SENCO / DP, LSC, Principal</i>
<b>Working Relationships</b>	<i>External: Specialist Teacher Blomfield, Specialist Agencies.</i>

### **Purpose of the position**

Key Responsibilities relate to the 'Teacher Aide Work Matrix'

The role involves the teacher aide supporting the classroom teacher with classroom programmes and student support and specifically for a High Health ORS student.

There may also be specific tasks assigned with individual students or specific programmes. These will relate to the skills, experience and professional development of the teacher aide.

Key Responsibilities	Appraisal Indicators
E.g. <i>In-class support</i>	E.g. <i>Student(s) able to access the curriculum at their individual level in the classroom</i>
<b>Grade B</b> Follows structured programmes but can make minor adaption and creates activities <ul style="list-style-type: none"> <li>• Works with individual students and small groups delivering a range of subjects and topics OR works more in depth in a single or limited range of subjects.</li> <li>• Will make minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs.</li> <li>• Designs activities to supplement programmes.</li> <li>• Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing.</li> <li>• Has more day to day independence although will have regular conversations with colleagues.</li> <li>• Has occasional supervisory responsibility for other employees, parent help or volunteers.</li> </ul>	Keep up to date with relevant PLD & training for specific children in their care  Keep a record of PLD & training  Working alongside the specialist teacher  Working alongside specialist agencies  Communication with Whānau, teacher, Learning Support Assistant Team SENCO/DP, LSC, Principal

<ul style="list-style-type: none"> <li>• Uses a language other than English in daily conversations to provide assistance or respond to needs.</li> <li>• Uses multi-cultural knowledge to guide students and colleagues or develop rapport.</li> </ul>	
<p><b>Grade C</b></p> <p>Independently delivers ongoing programmes with ability to adapt as required</p> <ul style="list-style-type: none"> <li>• Has a high level of day to day independence which includes planning tasks and activities and clear accountability for delivering specific programmes to agreed standards.</li> <li>• Will involve tailoring, testing, adapting and creating individual plans and resources within the programme.</li> <li>• Provides regular provision of coaching and mentoring, guidance and training to other employees.</li> <li>• Will identify and take action to understand the causes of students' emotional states and provide appropriate support or alert others where escalation is required.</li> <li>• Provides cultural leadership which requires specific language skills, knowledge and expertise.</li> <li>• Translates resources and materials into languages other than English.</li> <li>• Provides translation support for students</li> </ul>	<p>Keep up to date with relevant PLD &amp; training for specific children in their care</p> <p>Keep a record of PLD &amp; training</p> <p>Working alongside the specialist teacher</p> <p>Working alongside specialist agencies</p> <p>Communication with Whānau, teacher, Learning Support Assistant Team SENCO/DP, LSC, Principal</p>

## **Tasks and Duties**

<p>In-class support</p> <ul style="list-style-type: none"> <li>- Support class teacher(s) with the classroom programme and supervision of students</li> <li>- Prepare and maintain resources</li> </ul> <p>This position includes</p> <ul style="list-style-type: none"> <li>• supporting the student move around the school in a wheelchair and with all physical mobility e.g. getting them in and out of the wheelchair</li> <li>• feeding the student (Gastrostomy Tube Feeding)</li> <li>• toileting, changing the student</li> </ul> <p>An understanding / experience of Epilepsy, Cerebral Palsy, Dystonia, ASD, CVI (Vision Impaired) ASD, Non-Verbal is an advantage.</p> <p>Working alongside the specialist teacher</p> <p>Working alongside specialist agencies</p> <p>Communication with Whānau, Teacher, Learning Support Assistant Team SENCO/DP, LSC, Principal</p>
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### **General Responsibilities**

Comply with all board policies and relevant legislation

All policies are on our School Docs site:

The username is maunu

The password is maunu

### **Declaration:**

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>
Appointee:	<i>Signature of the appointee</i>
Date appointed:	<i>Date upon which the appointee has been offered the position</i>