

Job Description

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|--------------------------------|--|-----------------|---|-----------------|---|
| Job Title | Learning Assistant , Waikino School (Vacancy 2) | | | | |
| Reports to | SENCO, Principal | | | | |
| Working relationships | <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;">External</td> <td>GSE, RTLB, Parents, O.T, Physio, RTLB, Speech-Language, RTLit</td> </tr> <tr> <td style="vertical-align: top;">Internal</td> <td>SENCO, Class Teachers, School Office manager, Principal</td> </tr> </table> | External | GSE, RTLB, Parents, O.T, Physio, RTLB, Speech-Language, RTLit | Internal | SENCO, Class Teachers, School Office manager, Principal |
| External | GSE, RTLB, Parents, O.T, Physio, RTLB, Speech-Language, RTLit | | | | |
| Internal | SENCO, Class Teachers, School Office manager, Principal | | | | |
| Purpose of the position | In addition to supporting students learning by fostering inclusion through adapting the curriculum and environment, the LA will assume additional responsibilities. | | | | |

| Key Responsibilities | Appraisal indicators |
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| In-class support To support the teacher and students learning by; modifying the curriculum, providing resources. | Student able to access the curriculum at their individual level in the classroom. |
| Specialist Programmes To work with an individual or small group of students out of the classroom to support learning in a specific area. | Student(s) have the opportunity to progress in academic, social and behavioural learning. |
| Health and Safety To assist with students' health and safety needs. | Students' physical and safety needs are addressed so they can participate in school life. |
| Communication Collaborating with staff to maximise student learning through written/oral communication. Networks Supporting home school partnerships with whanau and caregivers | Students' learning is improved when L.A.'s expertise and time are used efficiently and effectively. Whanau, students and teachers feel supported by the home school partnership facilitated by L.A |

| Skills and Abilities |
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| Requirements include: <ul style="list-style-type: none"> ● Highly developed skills and knowledge to efficiently adapt, implement and review a classroom programme to suit individual students and ICT literacy to enable the use of Gafe apps e.g Google Docs. I pads ● An ability to work in an independent manner to identify and resolve high level problems. ● Initiative and decision making to develop and implement specialist programmes. ● The ability to effectively communicate and relationship build with other L.A's, teachers and parents of children with Special Needs. ● A collaborative approach to teamwork across the whole school. |

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| Specific Tasks and Duties | |
| In-class support | |
| <ul style="list-style-type: none"> ● Assist, adapt and implement a classroom programme following the IEP goals, for individual students, With the teacher. ● Support class teacher with classroom programme and supervision of students. ● Assist students with appropriate I.T.; Word Q, Ipad, Google Docs etc. Recharge devices, locate suitable apps. ● Prepare and maintain resources. | |
| Specialist Programmes | |
| <ul style="list-style-type: none"> ● Identify specific Social Skills and teach using social stories, small group work if appropriate. ● Improve students' fine and gross motor skills by providing a varied programme. ● Develop and manage specialist Programmes in liaison with class teacher, parents, SENCO, GSE. ● Work in the forest school programme with class/ student | |
| Health and Safety | |
| <ul style="list-style-type: none"> ● Toileting student, assisting students with toilet accidents. ● Assist with first aid. ● Supervising student in the playground and around the school grounds. ● Implementing and supporting behaviour modification programmes. ● Monitor and support student with specialist equipment e.g. standing frame, hearing aides. ● Where possible attend class trips, EOTC and camps to support SEN students | |
| Communication | |
| <ul style="list-style-type: none"> ● Contribute to the development of IEP's. ● Have a school email and monitor schoolwide and other communications ● Develop a positive rapport with students. ● Assist in identify students' needs, record and report orally or written to teachers and parents. ● Collaborate with appropriate personnel when applying for student funding e.g. ORRS, I.T., ● Share knowledge through collaborating with other L.A.'s and teachers to provide a cohesive learning environment. ● Positively communicate with parents. | |

General responsibility: To adhere to the school's policies and procedures, with particular reference to the Health and Safety policy and the Privacy policy.

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| Elements of the role (Refer to the 'Levels of Responsibility Table' in the guidance material to determine the overall levels of responsibility associated with this position) | |
| Level of skill and knowledge | Level 1 2 3 4 (circle one) |
| Degree of problem-solving ability | Level 1 2 3 4 (circle one) |
| Degree of freedom to act independently | Level 1 2 3 4 (circle one) |
| Degree of accountability | Level 1 2 3 4 (circle one) |
| Level of supervision and/or management | Level 1 2 3 4 (circle one) |

Grade/Step:

Employee name

Manager Joanna Wheway

Date