

POSITION DESCRIPTION

Student Support Worker

Lines of Functional Accountability:

- Head of Department Learning Support
- Deputy Principal responsible for Learning Support and
- The Principal

Agreement:

- **Support Staff in schools Collective Employment Agreement or IEA**

Core Competencies

Participating and contributing – demonstrating the ability to respond appropriately as a group member and make connections to others.

- Supports and models the school's values
- Adheres to the Rangitoto College Board of Trustees Policies
- Supports and assists students
- Does what is right and takes responsibility for own actions
- Identifies and participates in learning opportunities
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member
- Demonstrating initiative

Job Purpose

The primary purpose of this position is to assist with the education of students with additional needs by providing in class support for students who may have a variety of learning challenges. The timetable for support to be directed by the HOD Learning Support, however the specific tasks within the lesson to be managed by the class teacher.

Standards

Rangitoto College prides itself as a superior institution. It is expected that the standards of professional conduct, dress, language and manners of employees will reflect credit on the College.

Amendment

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time during the currency of the Support Staff in Schools Collective Agreement, for which it satisfies the requirements of paragraph 3.3.3, so as to better reflect the nature of the position or the requirements of the school.

Personal Attributes

Maintain a professional attitude in all aspects of the role.

- The ability to relate to, and build trust with, young people who have additional needs
- The ability to communicate effectively to provide information, assistance and instruction
- Excellent interpersonal skills
- To be flexible in working arrangements
- Have a professional and warm manner
- The ability to remain calm under pressure
- To be able to work independently and as part of a team
- Ensure confidentiality is maintained
- Well-developed computer and literacy skills
- Strong organisation skills
- The ability to deal with tasks according to their priority and deadline and in a respect to the workload
- Ability to follow procedures and operate with a systems focus
- Quick to learn new processes
- A 'people person' with the ability to liaise with a wide range of people and to work closely with direct reports.

Service Delivery

Key tasks

Duties will vary based on the needs of the individual student being supported. Each essential job function outlined below is within the scope of the position, with actual job assignments depending on the task that is required to be done at any given time or location.

- Assisting students in lessons under the direction of the teacher.
- Supporting small groups of students under the direction of the teacher.
- Assisting students who have specific special needs with their personal care as required
- Assisting students who have specific needs with access arrangements and specialist furniture as required.
- Supporting students on off-site trips and activities as required.
- Contributing to IEP meetings as required
- Attending learning support meetings
- Attending professional development as required
- Maintaining professional confidentiality with regards to student information
- Positive relationships with students with additional needs
- Supervision and support for students with special conditions as necessary
- Other tasks as required

Signed _____
Director of Human Resources

Date _____

Signed _____
Learning Support Worker

Date _____