

Wellington Girls' College
JOB DESCRIPTION
Pasifika Learning Advisor
(Part time)

Responsible to:	Deputy Principal
Functional Relationships with:	Wānanga Teachers of Pasifika Students Senior Management Team Navigator Group Pasifika Academic Advisor Poly Club
Term of Engagement:	Permanent, part time term time only (TTO), 15 hours per week Permanent part time term time only position of 15 hours per week. The hours are to be worked predominantly during school hours, term time only. Hours will need to be flexible at times and will involve some weekend, evening and occasionally days during school holidays. It is not intended that this will exceed 15 hours per week. TOIL (Time off in Lieu) will be taken regularly to reimburse extra hours worked.
Terms of Employment:	As per the Support Staff in Schools Collective Agreement. Teacher Aide Matrix, this position is Grade BC.
E.E.O. statement:	Wellington Girls' College is an equal employment opportunities employer
Review of Performance:	Performance against the requirements of this position will be reviewed on a regular basis and in line with the school's performance review system.

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting a student potential approach and the school culture of high expectations, inclusion and excellence for all students. This school encourages all staff to contribute to the wider life of the school according to their skills and interests

OVERVIEW OF POSITION:

The Pasifika learning advisor will join the Pasifika Academic Advisor, the Wānanga and the SMT and other professionals to promote the learning and welfare of students by providing practical and learning support to students throughout the school.

PERSON ATTRIBUTES

- Knowledge of Pasifika communities and ability to commit to supporting the college community

- Ability to communicate with learners and families
- Punctual and reliable
- Genuine interest in young people and in education

KEY RESPONSIBILITIES:

- To support our Pasifika Vertical Wānanga students
- To support individual and small group activities (including Poly Club) and supervising local trips with Pasifika students
- To be available to support the Poly Club during Term 1&2 school holidays when needed
- To meet with students individually to set goals at the start of the year and review them at the end
- Mentoring and guidance of Pasifika students
- To escalate any concerns immediately to the cohort dean and SMT
- To look for opportunities to engage students with other activities in the wider community and participate in activities that bring people together including the events organised by the Pasifika Navigator group (Fono, family fun days). This may include some evening or weekend events
- To support teachers and colleagues to embrace Pasifika culture
- Maintain effective communication within student support networks including family, while maintaining confidentiality at all times
- Assist teachers and classes on education visits when relevant

GENERAL RESPONSIBILITIES:

- To support the safety and wellbeing of students, including cultural safety.
- To perform any other duties as required from time to time, as delegated by Senior Management Team (SMT)

This position is subject to the requirements of the Children’s Act 2014.

Wellington Girls’ College is declared a smoke-free area and has a no smoking policy for staff and students.

Signed:	Employee: _____
	Principal: _____
	Date: _____