

Rangiora High School

Te Kura Tuarua o Rangiora



"Each and every learner will thrive in a centre of learning excellence."

Kaiāwhina - Lighthouse Programme

Role Description

Purpose of the role

The purpose of this role is to ensure that students are supported to reach their full academic and personal potential and teachers are supported to deliver programmes of teaching and learning that are accessible to all students.

Role description

Tenure:	Fixed-term, Part-Time (27.5hrs/wk) (term time only)
Remuneration :	Support Staff in Schools Collective Agreement (pay scale step in accordance with skills and experience)
Reporting to:	Head of Lighthouse Programme

Role requirements

This position requires initiative and an affinity with young people. That you:

- Have an approachable and friendly manner
- Have the ability to follow an established programme / timetable
- Have the ability to work and contribute to a team environment and goals
- Can demonstrate successful experience working with young adults.

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Role functions

Focus Areas / Tasks
Follows structured programmes, lesson plans and activities
• 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.
• Will make minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs.
• Designs activities to supplement programmes.
• Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing.
• Has more day-to-day independence although will have regular conversations with colleagues.
• Will involve tailoring, testing, adapting and creating individual plans and resources within the programme.
• Will identify and take action to understand the causes of students' emotional states and provide appropriate support or alert others where de-escalation is required.
Supports students with specific health, behavioural and/or other needs
• Provides direct support for specific health, behavioural and/or other needs of student/s in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the school.
• If responsible for behavioural needs students, must be constantly monitoring for escalating behaviours and diffuse these situations.
• Specific expertise requiring active intervention to support students with additional needs. These needs include some or all of medical, behavioural, academic, pastoral and personal care. Skills may include learned physiotherapy techniques, proficiency in braille, sign, Makaton, and medical support e.g. mic-key.
Te Ao Māori
• Uses te reo Māori in daily conversations to provide assistance or respond to needs.
• Participates in activities that encourage kaitiakitanga.
• Supports and encourages the use of te reo in the classroom
• Uses knowledge of students' background and whānau in order to make connections and provide appropriate support.

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• Works with whānau and kaiako to support and encourage students' learning.
Lighthouse Programme
• Uses a feedback template to report on success and barriers to learning for students attending mainstream classes.
• Provide specific communication with families through email or text in regard to required resources for subject classes such as ingredients, materials or supplies.

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	