



**Job Description for the position of
Bilingual Learning Support Assistant**

Hours:	Permanent 30 hours per week term time Monday to Friday 8.40am to 3.20pm (40 minutes unpaid lunchtime included)
Remuneration:	Support Staff in Schools Collective Agreement – Teacher Aide
Reporting lines:	HOD Learning Support Deputy Principal – Learning Support Principal

The employer and the employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of the Rangitoto College School Board.

Prime Responsibilities / Key Tasks

Student Support

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

Bilingual Student Support Responsibilities

This role is specifically intended to support students who are Chinese speaking bilingual learners. In addition to the above, the support responsibilities include:

- In class support of students who require English language assistance to access the classroom learning
- In class support of students who have graduated from our Foundation ESOL programme into mainstream classes
- Supporting the Testing Administrator with testing of students in Chinese
- Encouragement of students to practice their English speaking, reading and writing in a classroom environment
- Translation for the teacher, and of learning instructions, when required
- Translation for students when speaking with their teacher, as required. Assistants should encourage students to speak in English where required
- Translation of English resources into Chinese
- Support of our Pastoral Cultural Liaison and Pastoral care team with translation as required
- Support at information evenings and school events, as agreed with the HOD Learning Support

Personal Attributes, Skills and Experience

The position requires the application of the following personal attributes:

- 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

Standards

- It is expected that standards of professional conduct, dress, language and manners of employees will reflect credit on the College.

Expectations

The position carries with it a number of expectations including:

- commitment to the College and to the enhancement of its tradition of excellence
- contribution to the life of the College
- a commitment to participate in professional development and performance management programmes
- an interest in students and a desire to see them achieve to their full potential
- Contribute to the wider life of the College.

In addition to the above expectations, most important will be the achievement of the objectives set by the Principal.

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Bilingual Learning Support Assistant
(NAME)

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Date

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Director of Human Resources
(Pam Watson)

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Date