Job Description for the position of
Student Support – ESOL Department

Hours:	Fixed term (2027 academic year)
	Part-time 30 hours per week term time
	Monday to Friday 8.40am to 3.20pm (40 minutes unpaid lunch)
Remuneration:	Support Staff in Schools Collective Agreement – Teacher Aide
Reporting lines:	HOD ESOL
	Deputy Principal – ESOL
	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 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 ESOL Department meetings when required
- Attending professional development as required
- Maintaining professional confidentiality with regards to student information
- Positive relationships with students
- Supervision and support for students with special conditions as necessary

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
- The ability to communicate effectively to provide information, assistance and instruction in first language as well as English.
- 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
- Punctuality and attendance in contracted hours
- 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 school.

Expectations

The position carries with it a number of expectations including:

- commitment to the school and to the enhancement of its tradition of excellence
- contribution to the life of the school
- 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 school.

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

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Student Support Assistant – ESOL (NAME) Date

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Director of Human Resources (Pam Watson) Date