



# Learning Assistant (SC/MS) | Job Description |

Middleton Grange School

**Position Title:** Learning Assistant (Senior College (SC) / Middle School (MS))  
**Reports to:** SENCO, Senior Learning Centre  
**Working relationships:** SENCO, Classroom teachers, ORS teachers  
**Allowances:** Tiaki allowance (occasional / where agreed and applicable)

**Purpose of the position:** *Contribute to the provision of quality access to education by providing support for teaching and learning.*

| Key Responsibilities   | Appraisal Indicators  |
|--|---|
| Actively support the special character of Middleton Grange School in both staff and student interactions.        | Words and actions align with the Middleton Grange School statement of belief.   |
| Support the learning and behaviour management expectations as directed by the teacher.                           | Positive staff and student relationships are evident.<br>Students are able to access the curriculum at their individual level.<br>Students experience a consistent collaborative team approach. |
| Develop a good understanding of the needs, including learning, of individual students/groups of those allocated. | Provide students with encouragement, feed forward and feed back both in and out of class.<br>Track and celebrate student successes.   |
| Plan and implement learning interventions under the guidance of the SENCO and teacher.                           | Apply professional knowledge and recommended strategies with efficacy.  |
| Be party to other individual education interventions/plans established for students when relevant.               | Respond to learning/behavioural/emotional needs of individuals as directed.<br>Implement specific programmes as directed by specialists e.g. RTLB, OT, SLT, PT and Case Workers                 |
| Collaborate with others in the team for the professional growth of all members.                                  | Be involved in Professional Learning and share outcomes.  |
| Expectations   | Involvement with the staff team, punctuality and professional behaviour.  |
| Specific Responsibilities  | Appraisal Indicators  |
| Provides direct support for Senior College Students in Mathematics and Science                                   | Breakdown Maths and Science concepts and explain them clearly to students who struggle in these areas.  |

**Essential Skills:** Strong communication skills, empathy, active learner, initiative, flexibility, work effectively as a team member.

**General Responsibilities** Comply with all Board policies and relevant legislation.

### Declaration

Approved by: \_\_\_\_\_ Anne Mackechnie, SENCO \_\_\_\_\_ Date approved: \_\_\_\_\_ April 2025 \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Agreed by: \_\_\_\_\_