

**St Cuthbert’s College Job Description**

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| Position Title | Parent Funded Learning Assistant (PFLA) – Senior School | | | | |
| Reports To | Head of Subject: Learning Support (Senior School) | | | | |
| School/ Support | Senior School | | | | |
| Position Number | JD 167 | Version Number | V01 | Date | January 2021 |

**By Love serve**

The values embodied in the St Cuthbert’s College (“**the College**”) motto “By Love Serve” guide all our interactions. The College Compass also underpins the delivery of education and services at the College. It is comprised of these four key principles:

* **Striving for excellence**
* **Developing all dimensions**
* **Building a connected community**
* **Pursuing innovation, valuing tradition**

**Role purpose**

To provide specific support for a Senior School student within the classroom and during individualised tutoring sessions.

To uphold the St Cuthbert’s College values “By Love Serve”.

**Nature and scope of role**

Enhancing St Cuthbert’s College by:

* Providing specific support to a Senior School student within the classroom and during individual tutoring sessions.
* Demonstrating commitment to excellent customer service;
* Being conversant with all College systems, policies and procedures;
* Ensuring that all activities and interactions are consistent with and supportive of College goals.
* Delivering consistently the expected professional standards and behaviours for both external and internal customers;
* Projecting a professional image of the College at all times.

**Key Responsibilities/ Accountabilities**

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| **Key Tasks** | **Performance Indicators & Expected Results** | |
| Leadership | * Promote and support strong linkages across the College. * Manage privacy concerns of all parties with care, empathy and professionalism. | |
| Classroom Support | * To support teaching programmes and the student’s learning, including her learning with her laptop computer * To assist the student in understanding and completing tasks set by the classroom teacher * To meet with the student’s teachers when required to review student’s learning programmes * To communicate any problems or issues observed to classroom teacher and/or HOS * Reader/writer support * To keep a daily record of periods worked with the student * The student’s subject teachers are supported, and the student’s learning is facilitated – the PFLA will focus specifically on the student’s learning at all times * Co-operate with teaching staff in the delivery and modification of programmes to meet student needs * Is effective in helping the student to complete tasks * The students learning is regularly reviewed, and the appropriate intervention is determined and implemented * Has a positive relationship with the student * Parents receive effective communication on student progress * Colleagues receive appropriate information * Accountability to the student’s parents/HOS. | |
| Individual student support | * To support student’s learning by specific one on one teaching in areas of learning that require strengthening as directed by HOS/ classroom teachers * To keep a record of individualised periods with a brief learning intention for each. * Undertake supervision and/or withdrawal of student as directed by HOS/classroom teacher. * Accountability to the student’s parents/HOS/classroom teachers | |
| College Culture | * To attend meetings with staff or the student’s parents as required. * To support values and special character of the College * Maintaining professional standards of dress and presentation of the College * To promote appropriate student behaviour * Effective liaison with staff and the student’s parents * Individual confidentiality is respected. * Professional and ethical relationships will be established and maintained at all times in accordance with college regulations | |
| Professional Development | * A commitment to annual staff appraisal. Personal goals are established and reviewed annually * Takes part in relevant in-service training and other PD opportunities * An awareness of new ideas and “best practice”. St Cuthbert’s College will provide professional development for the PFLA to assist with the student’s learning. The PFLA will apply this new learning when supporting the student | |
| Other Duties As Required | * Where required participate in school activities related to the student and accompany student on mainstream trips deemed appropriate by HOS/Academic staff * Assist with specific health and medical needs of student where appropriate | |
| Team Member | | * Foster collegiality in relationships across the College. * Undertake any other duties or projects as required. * Be conversant in all College systems, policies and procedures. | |
| Reputation | | * Always conduct oneself in a professional manner. * Ensure that the College presents an attractive, safe, clean and stimulating environment at all times. | |
| Health & Safety | | * Adhere to safe work practices as determined by the College’s Health and Safety Policy. * Ensure that the College is not exposed to unnecessary risk or costs associated with non-compliance. * Be familiar with and aware of all emergency procedures in the College. * Maintain safe, organised and neat work areas. | |
| Global Citizenship | | * Support and assist with implementing Global Citizenship initiatives. | |
| Self-development | | * Keep abreast of industry and professional knowledge. * Personal skills and competencies kept up-to-date with professional development. | |

* Stakeholders
* Head of Subject: Learning Support (Senior School)
* Parents/Guardians of Student
* Student
* College Staff
* Support staff
* Academic staff
* Principal and Heads of School
* Wider College Community

**Key competencies**

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| **Experience** | **Minimum Requirement/ Expectation** |
| Professional qualifications/ experience | * Knowledge of all basic learning areas Y8-13 * Knowledge of curriculum in all core NCEA subjects Y11-13 * Advanced specialist skills and knowledge, relevant to the position are required * Tertiary qualification advantageous |
| Personal attributes | * Computer literate at senior school level (Y8-13) Strong ICT skills including MS Word and Excel * Ability to understand and work with students who have specific learning needs * High degree of ability to work independently * High degree of initiative in carrying out duties and tasks without supervision * High level of self-motivation coupled with flexibility * High degree of ability to help and direct students (individually and in a class situation) * Excellent communication skills (verbal and written) with a wide variety of audiences. * Strong writing, researching and proofreading skills. * Excellent planning, organisational, prioritisation and forward planning skills. * Work well under pressure, able to multi-task, meet deadlines, solve problems and take initiative. * Results-oriented. |

*The above duties and responsibilities within this role are not meant to be limiting – rather to give an outline of essential duties of the position that may change from time to time, which will require flexibility.*