



Middleton Grange School

Learning Assistant – Primary School

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
Directly Accountable to Deputy Principal Head of Primary School			
Functional Relationships: • Principal • Senior Leadership Team • SENCO • Classroom Teachers • Learning Assistants The purpose of this position is to contribute to the provision of quality access to education by providing support for teaching and learning.			
Support Staff			
Covered by the most recent Support Staff in Schools Collective Agreement.			
Special Character			
Key Indicators: • Model Christian servanthood. • Promote the Christian school and Christian education. • Actively engaged in opportunities to enrich ability to teach in a Christian way. • Develop strong relationships based on Christian principles with students, staff and other members of the School community. • Integrate the School's Special Character with the New Zealand Curriculum. • Implement initiatives which focus on the Special Character of Middleton Grange School			
Key Responsibilities			
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. • Students are able to access the curriculum at their individual level.			

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 feedback both in and out of class. - Track and celebrate student successes.
Plan and implement learning interventions under the guidance of the English Language Coordinator 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. - 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.

Duties	
Specific Duties	Performance Indicators
Teaching - Is available to withdraw students for extra tuition or go into class to assist with classroom learning. - Maintain records of progress for each student. - Supervise use of online programmes by students. - Assists with other aspects of language learning for these students, as required. - Report to SENCO with any issues that arise concerning student classroom performance and learning.	- Suitable records are kept of student performance and progress. - Lessons are carried out in a professional manner. - Meet regularly with the SENCO

November 2025

Resources • Assist in liaising with teachers and students about resources for independent work in classes where the work is not suitable. • Assist in stock taking resources. • Assist in other duties as required by the TIC ESOL.	• Students and teachers are able to access suitable resources.
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Skills and Experience
• Strong communication skills • Empathy • Active learner • Initiative • Flexibility • Work effectively as a team member.

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."
Colossians 3:17

General Responsibilities Comply with all Board policies and relevant legislation.

Employee Acceptance of the above Job Description:

Employee Name: _____

Employee Signature: _____

Date: _____

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