

Rangiora High School

Te Kura Tuarua o Rangiora



Withdrawal Room Assistant

Role Description

Purpose of the Role

The Withdrawal Room Assistant manages the provision of a safe, quiet environment for students requiring 'time out'.

Role Description

Tenure: Part-time, 12 hrs/week. Term time only. Fixed term until 11 December 2026

Remuneration: *Grade B/C Support Staff in Schools Collective Agreement* in accordance with skills and experience

Reporting to: Deputy Principal

Role Requirements

This position requires initiative and an affinity with young people. That you:

- Have an approachable, calm and friendly manner;
- Have the ability to work and contribute to a team environment and goals;
- Can demonstrate successful experience working with young adults;

Role Functions

Focus Areas / Tasks	Outcomes
Supervises and supports students with specific behavioural and/or other needs	Active supervision of the withdrawal room to support students.
	Provides direct support for specific behavioural and/or other needs of student/s in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the school.

Withdrawal Room Assistant- Role Description

	Constantly monitors for escalating behaviours and adopts strategies to defuse these situations.
	Works with individual students and small groups delivering a range of subjects and topics.
	Suggests minor adaptations to resources to ensure learning objectives are achieved and in response to individual student needs.
	Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing.
Use of Te Ao Māori	Supports and encourages the use of te reo.
	Participates in activities that encourage kaitiakitanga.
	Uses knowledge of students' background and whānau in order to make connections and provide support.
	Works with teachers to support and encourage students' learning.
Duties and Tasks	Duties and tasks are completed in a timely and efficient manner.

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	