



Job Description - EAL Teaching Assistant

We are looking for a talented and committed individual to join our EAL provision at Bishop Stopfords School in Enfield. Our department is new and continuously growing. We value hard work and are looking for a team player.

Job Description - EAL Teaching Assistant Core purpose:	• To work with low ability groups of EAL students in order to promote their inclusion and to provide support for teaching and personalised learning.
Reporting to:	EAL Co-ordinator
Hours:	32.5 hours per week, term time only. An ability to offer some flexibility in working hours would be an advantage (after school clubs and curriculum meetings).
Grade:	Scale 4, Point 18

Duties:

Supporting EAL students' personalised learning

- Support students' learning of English as an additional language, tailoring support to match the learner's needs.
- To support students to become independent, co-operative and collaborative learners.
- Contribute to assessing students' progress and support them in reviewing their own learning.
- Identify and remove barriers to students' learning.
- Adapt and customise curriculum materials.

Meeting students' additional needs

- Support the learning and emotional well-being of EAL students in the KS4 provision and beyond.
- Promote student's well-being.
- Contribute to the management of EAL students' behaviour and encourage the student to conform to the School's expectations related to behaviour and Christian Ethos.
- Support students with EAL to access extended school activities.

Providing pastoral support

- Promote EAL students' well-being and resilience.

- Safeguard the welfare of EAL students.
- Support the transition and transfer of EAL students within the provision.

Supporting the wider work of the School

- Comply with school policies and procedures related to Child Protection and Safeguarding, Health & Safety.
- Contribute to maintaining student records and keep a record of the support given.
- Escort and supervise EAL students on educational visits and out of school activities.

Job Description - Teaching Assistant continued

Working with colleagues

- Support and maintain collaborative, productive working relationships with School staff and professionals from outside agencies.
- Take responsibility in developing your own continuing professional development.
- Undertake any other duties commensurate with the post as allocated by the EAL department and School (break time duty).

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Criminal Records Bureau before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
- 4 Every member of staff has a responsibility to safeguard and promote the welfare of children.