

JOB DESCRIPTION

Post Title:	EAL Teaching Assistant
Grade:	Scale 4, point 7
Hours:	32.5 hrs. - 38 weeks (term time only)
Contract	Fixed term to 31 st August 2023
Responsible to:	EAL

The job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

PURPOSE OF JOB:

To work under the guidance of the EAL Coordinator and support low ability groups of EAL students in order to promote their inclusion and to provide support for teaching and personalised learning.

Areas of Responsibility and Key Tasks

a) Support for pupils

- Welcome and support new arrival EAL students to the department and the school
- Support students learning across the curriculum, tailoring support to match learner's needs
- To support students to become independent, co-operative and collaborative learners
- Support students' access to learning through the effective use of ICT including online learning resources
- Contribute to assessing students' progress and support them in reviewing their own learning
- Identify and remove barriers to students' learning
- Adapt and customise curriculum resources
- Support teacher planning by communicating effectively with teachers
- Identify and remove barriers to students' learning
- Adapt and customise curriculum materials
- Promote students well being
- Plan and deliver one to one or small group work with students when appropriate
- 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

b) Working with families

- To work with families to support their child's development
- Facilitating activities to engage parents with the school

c) Support for the class teacher

- To work as part of a team to assist the class teacher in establishing an appropriate learning environment in order to ensure high quality education for the children
- To deliver planned activities, under the direction of teachers, and to develop an understanding of the special particular needs of the child/ren concerned
- To monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports, as required, to the teacher on each child's achievement, progress and other matters, ensuring the availability of other of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Under the direction of the classteacher, to liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- To assist the class teacher with the preparation and collection of resources
- To report any concerns regarding children's welfare or education to the class teacher/EAL Coordinator and, where deemed appropriate, the deputy head teacher and/or head teacher

d) Support for the school

- To comply with school policies and procedures
- 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
- 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 departments and school

The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.