



## Job Description – English as an Additional Language Teaching Assistant

<b>Core purpose:</b>	To work with individuals and small groups of EAL students in order to improve their learning and support their inclusion.
<b>Reporting to:</b>	Teacher Co-ordinator for EAL.
<b>Hours:</b>	27.5 hours per week 8:30am to 3pm, term time only. An ability to offer some flexibility in working hours would be an advantage. Plus 5 INSET days
<b>Grade:</b>	7 scp 14 - 19. Salary is paid monthly and holidays must be taken during school holidays.
<b>Grievance officer:</b>	Headteacher

### Duties:

#### Supporting EAL students' personalised learning

- To work with individuals and small groups of EAL students in order to improve their learning and support their inclusion.
- 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.
- 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.
- Support teacher planning.

#### Meeting students' additional needs

- Support the learning and emotional well-being of EAL students.
- Promote students' well-being.
- Support students with EAL to access extended school activities.
- Consider individual cultural backgrounds and advise teachers on best approach / necessary adjustments
- Support EAL students to understand British values
- Support EAL students to develop strategies to cope and make progress

#### Providing pastoral support

- Promote EAL students' well-being and resilience.
- Promote parental engagement with the school through supporting parents evening, open day events and regular updates
- Safeguard the welfare of EAL students.
- Support the transition and transfer of EAL students.

#### Supporting the wider work of the school

- Comply with school policies and procedures related to Child Protection and Safeguarding, Health & Safety, Inclusion and SEN, Disability Equality Duty, Information Sharing and Data Protection.
- Contribute to school's improvement planning and self-evaluation processes.
- Support teachers in the administration of examinations, tests and controlled assessments.
- 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.

### **Working with colleagues**

- Support and maintain collaborative, productive working relationships with school staff and professionals from outside agencies.
- Contribute to and support the work of the learning support team in school.
- Liaise with students, their parents/carers, teachers and practitioners from external agencies to support students' learning and well-being.
- Take responsibility in developing your own continuing professional development.
- Undertake any other duties commensurate with the post as allocated by the Teacher Co-ordinator for EAL.

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| <ol style="list-style-type: none"> <li>1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.</li> <li>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.</li> <li>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 Disclosure and Barring Service 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.</li> <li>4. Every member of staff has a responsibility to safeguard and promote the welfare of children.</li> </ol> |
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## Person Specification – Teaching Assistant

Attributes	Essential	Desirable
<b>Attitude &amp; Approach</b>	Professional appearance, conduct and demeanour  Professional, calm manner Enthusiastic, reliable and hard working	
<b>Qualifications</b>	L2 maths and English	Further or Higher Education qualifications TEFL qualification
<b>Skills</b>	Knowledge of Eastern European language and culture  Excellent communication skills and the ability to handle confidential issues sensitively ICT skills  Capacity to work as member of a team as well as to work independently  Excellent organisation skills and ability to prioritise  Enthusiastic, reliable and hard working  Ability to motivate/negotiate	First aid qualification Knowledge of EAL and SEND
<b>General</b>	Able to take initiative and to develop a flexible approach  Possess common sense, have a practical and mature attitude  Experience of/enjoys working with young people some of whom can be challenging  Proven record of attendance and punctuality	Current Enhanced DBS Disclosure for Education  Experience of working in a (secondary) school environment

## Further information – Teaching Assistant

<b>Probationary period</b>	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
<b>Notice period</b>	During the six months probationary period - one week, four weeks thereafter.
<b>Salary</b>	Paid on 24 <sup>th</sup> of every month into a bank account, except in December when payment is made earlier.
<b>Increments</b>	<p>All increments are subject to satisfactory performance.</p> <p>If starting between 1<sup>st</sup> April and 30<sup>th</sup> September the increment will be on 1<sup>st</sup> April the following year.</p> <p>If starting between 1<sup>st</sup> October and 31<sup>st</sup> March the increment will be 6 calendar months after the date of commencement and then 1<sup>st</sup> April until the top of the scale is reached.</p>
<b>Pension</b>	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The school contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
<b>Other details</b>	<p>All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant.</p> <p>The school will need to see the <b>originals</b> of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate.</p> <p>Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.</p> <p>Holidays must be taken during school holidays.</p>