Job Description - EAL Teaching Assistant

Core purpose:
☐ To work with individual and small groups of EAL students in order to promote their inclusion and to provide support for teaching and personalised learning.

Reporting to: SEN Co-ordinator.

Responsible to: Headteacher SLT & TA Manager

Duties:

Supporting EAL students’ personalised learning

☐ 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.
☐ 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 including those with dual exceptionalities.
☐ Promote student’s well-being
☐ Contribute to the management of EAL students’ behaviour
☐ 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.

Supporting the wider work of the school

☐ Comply with 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 improvement planning and self-evaluation processes.
☐ Support teachers in the administration of 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.
☐ Contribute to and support the Annual Review process of Statemented Students.
Working with colleagues

- Support and maintain collaborative, productive working relationships with staff and professionals from outside agencies.
- 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 SENCO.

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.

Person Specification - EAL Teaching Assistant
Attributes Essential Desirable

Presentation Professional appearance, conduct and demeanour

Attainment Excellent organisation skills ICT skills
First aid qualification

General Able to take initiative and to develop a flexible approach. Possess common sense, have a practical and mature attitude

Disposition Excellent communication skills and the ability to handle confidential issues sensitively. Able to recognise changes in students’ behaviour and report to the teacher/SENCO. Capacity to work as member of a team as well as to work independently
Enthusiastic, reliable and hard working
Ability to motivate/negotiate
Experience of/enjoys working with young people some of whom can be challenging
A sense of humour and an equable temperament

Circumstances Proven record of attendance and punctuality
Current Enhanced CRB Disclosure for Education
Experience of working in a school environment