

EAL TEACHING ASSISTANT – JOB DESCRIPTION

Post: English as an Additional Language Specialist Teaching Assistant
Responsible to: Senior Staff / Class Teacher
Scale: Grade 6
Hours: 25 hours per week, term time only

Main Responsibilities and Duties

To work with and to support learners with English as an Additional Language (EAL) to enable them increased access to the curriculum.

In times of staff shortage you may be called upon to support the class teacher in general teaching assistant duties.

To participate in training and other learning activities as required.

Support for Pupils

- Use specialist skills, training and experience to support pupils.
- Carry out an induction programme for pupils and the parents / carers who are newly arrived and have limited or no fluency in English.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils within the school.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement related to Language and N.C. targets set for them.

Support for Teachers

- Assist the class teacher in providing an environment which is culturally and linguistically diverse and which reflects the background experiences of the children in that class.
- Liaise with the class teachers, to adapt plans to meet the needs of learners at the beginning fluency stage in English and assist in the planning, resourcing and leading of activities that ensure maximum participation for the pupil.
- Assist in the monitoring and assessment of targeted children and report on progress to the class teacher.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Be responsible for keeping and updating records contributing to reviews of records as requested.
- Liaise sensitively and effectively with parents / carers within your role / responsibility and participate in feedback sessions with the class teacher as directed.

Support for the Curriculum

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Use equipment / resources required to meet the lesson plans / relevant learning activities and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To implement the school's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
- To undertake such other duties that may be required to meet the needs of the school.

Signed: _____

Dated: _____