

EAL Teaching Assistant - Job Description

Post Title	Teaching Support Assistant – EAL (Cluster)
Purpose	To work under the direct instruction of Director of Inclusion and SENCo or the classroom teacher, to support access to learning for EAL pupils and provide general support to the teacher in the management of pupils and the classroom.
Reporting to:	Director of Inclusion and SENCo(s)
Salary	Band 2 / Vocational Group 3 This is a part-time post of 33hours 8:30am-3:15 (5pm on Wednesday)
Disclosure level	Enhanced
Main Duties (Core)	
Supporting the pupils	<ul style="list-style-type: none"> ○ Support with the induction of EAL pupils into the school and their families by offering bilingual support/translation to ease the transition process. Providing where needed pastoral support and care. ○ Undertake comprehensive assessment of pupil's to determine those in need of particular help. ○ Assist the other inclusion team members with the development and implementation of Pastoral Support Plans / Learning Plans / Team around the child approaches. ○ Establish productive working relationships with pupils, acting as a role model. ○ Arrange and develop 1:1 mentoring with children and provide support for distressed children. ○ Provide information and advice to children/parents to support their learning / engagement / attendance in education. ○ Provide feedback to pupils in relation to progress, achievement, engagement and attendance. ○ To ensure that each pupil's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times. ○ To share responsibility for the preparation of a stimulating and caring environment, with due regard to all aspects of Health and Safety. ○ To provide learning support for pupils in class and in withdrawal sessions (interventions). ○ To foster each pupil's development and growth of independence and self-reliance. ○ To encourage and value the involvement of parents / carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child. ○ To implement the school's policies fully. ○ To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status. ○ To be aware of own practice and keeping up with current trends in education. ○ Attending relevant courses, when possible, in accordance with priorities in the school Development Plan. ○ In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. ○ To continuously develop your own role, taking responsibility for identifying and addressing training and development needs. ○ Promote the inclusion and acceptance of all EAL pupils. ○ Encourage EAL pupils to interact with others and engage in activities led by the teacher.

Support for the teacher	<ul style="list-style-type: none"> ○ Work with the Inclusion Team and teachers to establish an appropriate learning environment and resources for learning. ○ Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. ○ 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. ○ Undertake pupil record keeping as requested. ○ Gather / report information from / to parents / carers as directed.
Support for the curriculum	<ul style="list-style-type: none"> ○ Support EAL pupils in using basic ICT as directed. ○ Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use. ○ Support EAL pupils to understand instructions and key vocabulary including pre-teaching key vocabulary. ○ Support EAL pupils in respect of local and national strategies e.g., literacy, numeracy, early years, as directed by the teacher.
Support for the schools	<ul style="list-style-type: none"> ○ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ○ Be aware of and support difference and ensure all EAL pupils have equal access to opportunities to learn and develop. ○ Contribute to the overall ethos / work / aims of the schools. ○ Attend relevant meetings as required and support with translation when requested. ○ Participate in training and other learning activities and performance development as required. ○ Accompany teaching staff and EAL pupils on visits, trips, and out of school activities as required. ○ Appreciate and support the role of other professionals. ○ Assist with the supervision of EAL pupils out of lesson times, including before and after school and at lunchtimes as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

**Signed
Print Name**

Dated