Job Description: EAL Teaching Assistant

Scale: 2 (3-4) Unqualified
3 (5-6) Qualified

Number of weeks: 39
Hours per week: 32.50

Full Time: Unq £20,835- £21,210
Qua £21,591 - £21,981

Updated: 16.06.2019

Pro Rata: Unq £16,271 - £16,564 (Actual salary)
Pro Rata: Qua £16,861 - £17,166 (Actual salary)

Post holder reports to: EAL Curriculum Team Leader

Post holder responsible for: N/A

Purpose of Job:

To assist newly-arrived students learning English as an additional language (EAL) to make a good start in school.
To offer information, advice and support for parents.
To offer in-class and small group withdrawal support to students learning EAL and to facilitate effective home school liaison between schools and families in a variety of ways
To support EAL coordinator to provide extra-curricular learning opportunities for students and to work with more advanced learners of English to raise attainment in external examinations.
To share in the corporate responsibility for the well-being and discipline of all students.

Main duties and responsibilities: -

- To take every opportunity to develop student' language, reading, numeracy and related skills as directed by class teachers.
- To establish a supportive and trusting relationship with the students and their parents, offering an appropriate level of support through listening, advice and guidance.
- To liaise with school teaching and support staff about the particular needs of individual students and how they can be met.
- To help parents to understand the education system, what they can expect of schools, and what schools expect of parents.
- To help to familiarise children with the school environment by introducing them to the school and by leading small induction groups.
- To provide support within the classroom as appropriate to newly arrived and more advanced learners of EAL.
- To run extra-curricular activities which enhance language and literacy learning, for which they will be paid.
- To assist in monitoring and recording the progress of individual students in accordance with school procedures, and reporting to class teachers.
- To assist the teacher in setting appropriate learning and behaviour expectations of students and supporting students appropriately to achieve these.
- To give oral and written feedback to students on their attainment in order to promote further progress.

- To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.

- To maintain confidentiality at all times with regard to both supported students and the wider school.

- To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.

- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.

Additional Duties:

To work within the framework of the school ethos, adhering to the 'Whole School Expectations' set by the Principal.

To participate in the positive promotion of the school image.

To maintain high standards of professional behaviour and presentation.

To take responsibility for Health & Safety in the post holder's area of work

To undertake any other duties commensurate with the grade that may be required from time to time.

To take part in necessary training and staff development.

EQUALITY AND DIVERSITY

Eastlea Community School has a strong commitment to equal opportunities and diversity in all aspects of employment within the London Borough of Newham and in its services to students, staff and the wider community. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Eastlea Community School is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

An enhanced current DBS clearance is a necessity for this post.

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this job description is not an exhaustive list and I agree, when required, to undertake and reasonable request made by my line manager, the Corporate Services Manager or the Principle.	
NAME:	**SIGNATURE:**
DATE:	