Future Schools Trust Job Description

Job Title: EAL Teaching Assistant

Salary: C1

Responsible to: EAL Coordinator

**Job Purpose:** To support students for whom English is an additional language, to enable them to achieve their full academic potential, gain independence and participate fully in the life of the school and the wider community.

To work to improve standards across the school, co-ordinating when necessary with other subject staff.

**Main duties/responsibilities:**

* to support in identifying students for whom English is an additional language and who are at risk of under achieving
* to facilitate and provide in class support to enable students to overcome barriers to learning
* to support students through small group work
* to support ensure all students are able to access the curriculum, achieve their full potential, work independently and participate fully in school life
* to assess and induct students into the school, including students who arrive mid- year
* to set targets and using performance and other relevant data to monitor the progress and attainment of targeted students
* to participate in inclusion panels when requested
* to meet with relevant staff to share information concerning targeted students
* to support in identify students who require additional intervention
* to be responsible for the establishment and running of mentoring programmes and activities
* to support in keeping up-to-date records of EAL students in the school and ensure all staff are provided with relevant information
* to liaise with the local authority
* to support in providing training opportunities for staff to support EAL students

**Person Specification**

**Knowledge, Skills and Experience:**

* Being bi-lingual is an essential requirement of this job role
* TESL qualification (or equivalent) is desirable for this job role
* Awareness of strategies available for improving learning & achievement of students for whom English is an additional language
* Ability to use a range of teaching and learning strategies, with knowledge of how ICT can be used effectively to enhance learning
* Ability to use student data to raise standards
* Excellent oral and written communication skills
* Excellent organisational skills with the ability to manage competing priorities
* Recent child protection training or a willingness to undertake such training

**Personal Qualities**

* Ability to work both independently and collaboratively
* Excellent interpersonal skills
* Creative in problem solving together with a willingness to take on or try new approaches and ideas

This Job Description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.