



Job Description

EAL Teaching Assistant

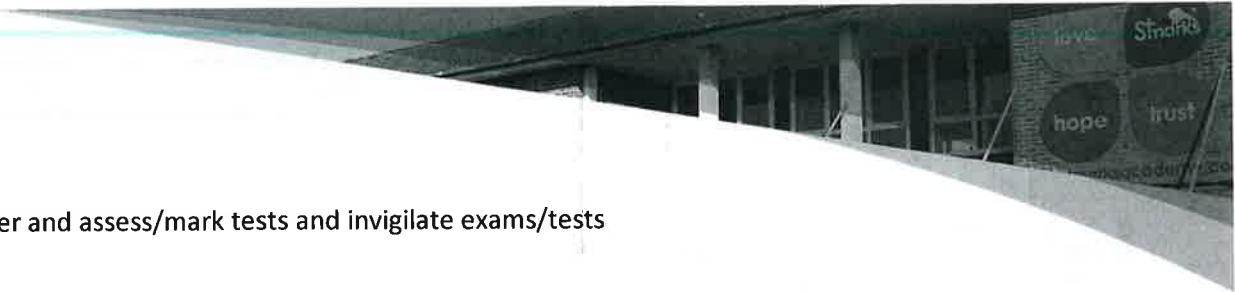
Location	St Marks Academy
Contract term	1-year fixed term (31/08/2021)
Full time/Part time	Full time (39 weeks)
Pay range	Scale 3 point 5-6
Reporting to	Director of EAL

Overall Purpose

- Plan and deliver lessons in the International Provision group at different levels of language acquisition (Beginner, Intermediate, Advanced)
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning around literacy and numeracy
- Support pupils consistently whilst recognising and responding to their individual needs

Key Duties

- Take charge of the attendance register for the group
- Conduct initial assessments with the new pupils and keep accurate records of the assessment data
- Assist with writing half-termly student reports
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- 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
- Provide feedback to pupils in relation to progress and achievement
- Run enrichment sessions /study support sessions and/or after school support where necessary.
- Organise and manage appropriate learning environment and resources
- Plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

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- Administer and assess/mark tests and invigilate exams/tests

Curriculum duties:

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. numeracy, KS3/KS4/KS5 and make effective use of opportunities provided by other learning activities
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Whole school duties:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other colleagues and professionals, in liaison with the Director of EAL.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead and advise others
- Participate in the Performance Management Review process
- Deliver out of school learning activities within guidelines established by the school if necessary

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

- The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- Staff in schools' work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.