



**JOB TITLE:** Teaching Assistant for pupils of English with an Additional Language

**HOURS:** 8:30am – 4pm, 32.5 hours per week or  
8:30am – 12pm, 17.5 hours per week

**GRADE:** SC4 Outer London

## Main purpose of the job

- To work under the guidance of the EAL Leader to support the teaching and learning of EAL pupils
- To promote the inclusion of all pupils
- Work may be carried out in the classroom or outside the main teaching area with individual pupils, small groups or supporting the teacher in whole class activities

## Main responsibilities and tasks

### Supporting EAL pupils' personalised learning.

- Support pupils' learning across the curriculum, tailoring support to match learners' needs, clarifying and explaining instructions.
- Be involved in the planning of work and activities as appropriate.
- Support pupils to become independent, co-operative and collaborative learners.
- Support pupils' learning through the effective use of ICT.
- Contribute to assessing pupils' progress and support them in reviewing their own learning.
- Provide regular feedback about a pupil to class teachers.
- Identify and remove barriers to pupils' learning.
- Adapt and customise curriculum materials.
- Assist the class teacher (and other professionals as appropriate), in the development of a suitable programme of support.
- Support the learning and emotional well-being of EAL pupils.
- Provide a safe and structured, secure learning environment for students.

### Professional expectations

- Develop and maintain good working relationships with EAL and Year Group team members.
- Develop expertise in ICT to support across the curriculum.
- Attend relevant professional development/training activities.
- Attend staff/year group/EAL departmental meetings as appropriate.
- Establish a supportive relationship with pupils.
- Where appropriate, assist in the development of a relationship to foster links between home and school.
- To maintain confidentiality where appropriate.
- Liaise with other members of the team supporting a student.

- To uphold the school's values and ethos.
- To follow the school's policies and protocol.
- To be aware of and comply with policies and procedures relating to safe-guarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To assist with the supervision of pupils out of lesson time, as necessary for their safety.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To attend relevant meetings and participate in training opportunities and performance development as required.
- To undertake any other broadly analogous duties.

# BEAVERS COMMUNITY PRIMARY SCHOOL

## EAL Teaching Assistant Person Specification

	Essential Criteria
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"><li>• NVQ Level 3 or equivalent</li><li>• Good literacy and numeracy skills</li></ul>
<b>Skills/Abilities/Knowledge</b>	<ul style="list-style-type: none"><li>• Awareness of the needs of children, especially in language development.</li><li>• A knowledge of how children learn</li><li>• Ability to build and maintain effective relationships with all pupils and colleagues.</li><li>• To liaise sensitively with parents and carers.</li><li>• Ability to act as a role model for pupils.</li><li>• Ability to work flexibly as part of a team.</li><li>• Ability to adapt own approach in accordance with pupil needs.</li><li>• The skill to use ICT to support learning.</li><li>• An understanding of inclusion and how it applies in a school setting.</li><li>• Demonstrate an awareness of safety issues.</li><li>• The ability and commitment to following school policy and practice.</li></ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• An understanding of and commitment to implementing both the school and LA policies on Equal Opportunities.</li></ul>
<b>Other Factors.</b>	<ul style="list-style-type: none"><li>• A commitment to participation in further professional development.</li><li>• A commitment to continually improve on own practice through self-evaluation and learning from others.</li><li>• To enjoy being with children and promote a positive ethos in the school.</li><li>• Energy, enthusiasm and a sense of humour.</li></ul>