



Job Description - EAL Higher Level Teaching Assistant

Reports to: Assistant Head Teacher for Inclusion, SLT

Main Purpose of the Job:

- To work with individual and small groups of EAL pupils in order to promote their inclusion and to provide support for teaching and personalised learning.
- To deliver care or support programmes to individual EAL pupils or groups
- To enable access to learning for EAL pupils
- To work in partnership with the class teacher in the overall management and organisation of EAL pupils
- Organise and manage an appropriate learning environment within the post holder's area of influence/speciality.
- Staff at this level will be expected to lead learning activities for EAL pupils during the short-term absence of teachers.

Main Responsibilities:

Supporting EAL Pupils' Personalised Learning

1. Support students' learning across the curriculum, tailoring support to match learner's needs by developing and leading programmes of support.
2. To assess the level of English fluency of EAL pupils and track the impact of support programmes.
3. To support students to become independent, co-operative and collaborative learners.
4. Support pupils' access to learning through the effective use of ICT and a range of other resources.
5. Identify and remove barriers to pupils' learning.
6. Adapt and customise curriculum materials resources as necessary to lead learning activities and assist EAL pupils in their use
7. Support teacher planning and provide general clerical or administrative support to the teacher.
8. Provide feedback to EAL pupils in relation to progress and achievements, making records using the appropriate mechanism
9. Display EAL pupils' work to a high standard following discussion with the class teacher if appropriate
10. In consultation with the class teacher, plan challenging lessons and learning activities within the post holder's area of influence or speciality. Evaluate and adjust lesson plans according to pupil responses.
11. Monitor and evaluate EAL pupils' performance and responses to learning through a range of assessment and monitoring strategies, providing objective and accurate feedback/records for the teacher and other professionals as required.

12. Support the role of parents in EAL pupils' learning and contribute to or lead meetings to provide constructive feedback with parents/carers on pupil progress or achievement
13. Monitor and update assessments. Participate in moderating of assessments if required

Meeting students' additional needs

1. Support the learning and emotional well-being of EAL pupils
2. Promote pupil's well-being
3. Contribute to the management of EAL pupils' behaviour
4. Support students with EAL to access extended school activities.
5. Encourage EAL pupils to interact and work co-operatively with others and engage in all activities.

Providing pastoral support

1. Promote EAL pupils' well-being and resilience.
2. Safeguard the welfare of EAL pupils.
3. Support the transition and transfer of EAL pupils.
4. Establish productive working relationships with pupils, acting as a role model and setting very high expectations.
5. Establish positive values, attitudes and a framework for good discipline in line with the school's policy and manage behaviour constructively promoting self-control and independence.

Supporting the wider work of the school

1. Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to school improvement planning and self-evaluation processes.
3. Support teachers in the administration of assessments.
4. Contribute to maintaining student records and keep a record of the support given.
5. Contribute to and support the Annual Review process of EHCP Students.
6. Promote the inclusion and acceptance of all pupils within the classroom.
7. Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
8. Attend and participate in relevant meetings and undertake training opportunities and performance development as required.
9. Deliver learning activities out of hours and out of school (i.e. school visits and trips) within established guidelines as required.
10. Provide specialist guidance and mentoring to other staff and assist in the training and development of staff as appropriate.
11. Prepare the classroom for lessons ensuring that resources are in place and cleared away at the end of the session.
12. Take the initiative as appropriate to work with other agencies and professionals to support achievement and progress of pupils.

Working with colleagues

- Support and maintain collaborative, productive working relationships with staff and professionals from outside agencies.
- Liaise with pupils, their parents/carers, teachers and practitioners from external agencies to support pupils' learning and well-being.
- Take responsibility in developing your own continuing professional development.
- Undertake any other duties commensurate with the post as allocated by the AHT Inclusion.

This list is not exhaustive and the post holder may be asked to perform other duties that may be reasonably assigned by the Head teacher or other members of the Leadership Team.