



APPLICATION FOR THE POST OF

EAL Teaching Assistant

FULL-TIME

PERMANENT

(OPTION OF RESIDENTIAL ROLE ALONGSIDE THIS ROLE)

Job Description

Responsible to: Boarding Student Academic Co-ordinator

General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College.
- Organise, prepare for all lessons and share good practice with colleagues wherever possible.
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student as an individual with courtesy and respect.
- Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area.
- Undertake any other duty deemed reasonable by the Principal.
- Be of graduate age or above.

Key Duties:

Working under the direction of the Boarding Student Academic Co-ordinator, the postholder will ensure that pupils, for whom English is an Additional Language, are appropriately supported in their mainstream content classes as well as in targeted EAL classes. The EAL Teaching Assistant will attend a number of mainstream classes with pupils, acting as a liaison between those classes and the EAL department. Additionally, the postholder will work with pupils one-on-one or in small groups in an EAL classroom to offer interventions, revision sessions and support targeted skills such as listening, speaking, reading and writing alongside grammar skills. The EAL Teaching Assistant will also be given administrative tasks to carry out when not with a class and may be assigned to assist EAL pupils with co-curricular activities.

The successful candidate will help to facilitate pupils' access to a broad and balanced curriculum and assist class teachers in providing a stimulating educational environment in which pupils can achieve their potential.

Specific responsibilities:

To provide an efficient and high level of support to pupils for whom English is an additional language:

- To promote the inclusion of pupils for whom English is an additional language.
- In liaison with the class teacher and EAL department, provide targeted scaffolding to assist pupils, for whom English is an additional language, to comprehend and participate in mainstream classroom lessons.
- To provide practical support in the classroom to pupils who have recognised EAL learning needs, supporting them to achieve their potential.
- Working with subject teachers to ensure lesson materials are comprehended and understood by EAL pupils in order for pupils to make appropriate progress towards their

targets.

- Support the activities of individual pupils or groups of pupils, as appropriate.
- Establish and maintain relationships with individual pupils and groups of pupils.
- Support pupils during co-curricular activities, as required.
- Promote pupils' social and emotional development.
- Contribute to the health and wellbeing of pupils.
- Support children, for whom English is an additional language, who may have competing additional support needs (learning, behavioural, emotional, communicative etc.).
- Support for Gifted and Talented pupils.
- Support pupils with literacy and numeracy skills.
- Support pupils to access the curriculum and co-curricular activities.
- Dealing with the pastoral care needs of children where appropriate in line with the guidance of senior staff.

Support for the teacher when asked to do so by line manager or a member of teaching staff (s):

- Observe and report on pupil performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Contribute to maintaining pupils' records.
- Support the maintenance of pupils' safety and security.
- Undertake routine marking in line with school policy.
- Provide general administrative support, for example, administer coursework, produce worksheets etc.

Support for the school:

- Participate as an active, positive and enthusiastic member of the EAL department in building good relationships with other departments and teachers in order to bolster pupil success.
- Undertake appropriate training, where offered, to enhance job skills and understanding of how pupils learn.
- Support the development and effectiveness of team work within the school environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job.

Support for the curriculum:

- Support the use of information and communication technology in the classroom.
- Promote safeguarding and welfare of children and young people.
- Ensure tasks are carried out with due regard to Health and Safety.
- Participate in appropriate professional development including adhering to the principle of performance management.
- Adhere to the ethos of the school.
- Promote the agreed vision and aims of the school.
- Set an example of personal integrity and professionalism.

- Attend appropriate staff meetings and parents' evenings.

Any other duties as commensurate within the grade in order to ensure the smooth running of the school. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of the School provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate.

Person Specification

Education and Qualifications	Essential	Desirable
Level 4 qualification		✓
Evidence of English qualification, if English is not first language.	✓	
TEFL qualification (or similar)	✓	
Demonstrate a commitment to continued professional development	✓	
Experience	Essential	Desirable
High level of literacy and accuracy with written communication.	✓	
Relevant experience of working with young people (desirably young people with EAL needs) in a paid or voluntary capacity.	✓	
Excellent interpersonal and communication skills.	✓	
An understanding of the pedagogical and pastoral needs of pupils.	✓	
Knowledge and Understanding	Essential	Desirable
Strong pastoral instincts	✓	
Understanding of how to link academic and pastoral oversight of pupils in a boarding context	✓	
High personal and professional standards	✓	
Teaching and Learning (for those linking with a teaching role)	Essential	Desirable
A proven record in an educational environment with strong and appropriate qualifications.	✓	
Knowledge of a range of effective teaching, learning styles and assessment methods.	✓	
Ability to provide stimulating, well-planned sessions across the ability range within the school across Prep School, Senior School and Sixth Form	✓	
Subject knowledge to challenge able students and achieve strong results.	✓	
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork.	✓	
Excellent communication skills with all stakeholders	✓	
Excellent role model for staff and students.	✓	
Ability to offer to the extra-curricular aspects of the College		✓
Personal Qualities	Essential	Desirable
Committed to the ethos of the College	✓	
Positive and innovative approach to leading a boarding house	✓	
Ability to build strong relationships with pupils, parents, staff and the wider community	✓	
High expectations of students and colleagues.	✓	
Highly motivated and able to motivate and inspire staff and students.	✓	
Enthusiastic and committed.	✓	
Excellent interpersonal skills.	✓	
Ability to be reflective and self-critical.	✓	
Able to display calmness under pressure.	✓	
Potential for further promotion.	✓	
A positive and 'can-do' attitude	✓	
Willingness to take part in the wider school life	✓	
Confident and collaborative team player	✓	
A strong personal work ethic and sense of responsibility	✓	
A sense of humour and humility	✓	

Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required.	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Child protection training	✓	

St Joseph's College Vision and Values

Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others