

## JOB DESCRIPTION

<b>Post Title:</b> Teaching Assistant for children and young people with English as an Additional Language (EAL)	<b>Director/Service/Sector:</b> <b>Wellbeing and Community Health-Education and Skills</b>		<b>Office Use</b>
<b>Grade:</b> Band 5	<b>Workplace:</b> Ashington base, working into the South-East of the county with flexibility to work across county.		JE ref: 3238 HRMS ref:
<b>Responsible to:</b> <ul style="list-style-type: none"> <li>EAL Teacher</li> <li>SEND Communication Support Service Manager</li> </ul>	<b>Date:</b> <b>September 2016</b>	<b>Manager Lever:</b>	3238

**Job Purpose:**

**To support EAL learning in class through:**

- Delivery of intensive support over a time limited period.
- Facilitating inclusion into the school community.
- Training of Support Assistants in school and input to courses delivered by EAL Teachers.
- Developing resources to support pupils.
- Contributing to school planning.

<b>Resources</b>	Staff	None
	Finance	None.
	Physical	Responsible for providing resources to support everyday work.
	Clients	Pupils, parents, senior managers, headteachers, SENCos, teachers, Support Assistants, lunchtime supervisors and professionals from other services.

**Key tasks of the post:**

**Support for pupils.**

- Working directly with designated pupils individually, in small groups and in whole class settings.
- Raising achievement and pupil learning by:-
  - Clarifying and explaining instructions.
  - Encouraging and supporting spoken language skills.
  - Motivating and encouraging as necessary.
  - Developing social communication and social interaction skills.
  - Encouraging pupils to concentrate and complete tasks.
  - Liaising with the class teacher and EAL teacher.
  - Devising complementary learning activities.
  - Encouraging learning with and from other pupils.
- Following informal assessment:-**
  - Planning the support for pupils.
  - Managing the programme by adaptation and development.
  - Evaluating pupil progress.
  - Maintaining records of pupil progress.

- Providing regular feedback to school staff and parents.
- Preparing resources and materials to meet individual pupil needs.
- Promoting links between home and school.
- Attending multi-agency meetings.
- Liaising with professionals.
- **Support for Parents.**
  - Providing regular feedback to parents about pupil progress.
  - Contributing to parental understanding and knowledge about pupil's strengths and needs.
  - Providing guidance and resources to support pupil progress.
- **Support for School Staff.**
  - Actively promoting the inclusion of pupils with EAL and social communication needs.
  - Promoting equality of opportunity.
  - Advising on teaching strategies demonstration of use of resources to school staff.
  - Sharing specialist skills and expertise.
  - Identifying and planning training in specific areas.
  - Designing and evaluating specific projects and/or research.
  - Supporting schools in transition arrangements for EAL learners.
  - Keeping accurate records of pupil progress, sharing with school staff.
  - Providing written summary information following period of support.
  - Developing support network for school staff.
- **Professional Development**
  - Providing and taking part in relevant training devised by and for the Communication Service.
  - Contributing to the development of any related initiatives, as appropriate.
  - Ability to use information technology and data to support the work of this role.
  - Participating in Performance Management and any relevant development programmes.
  - Attending team meetings as appropriate.

#### **Duties and key result areas:**

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Current driving licence and the ability to meet the transport requirements of the job.
Working patterns:	<b>Term time only &amp; 5 additional days (pro rata)</b>
Working conditions:	Peripatetic with a locality office base Ashington, Northumberland.
DBS check:	Enhanced clearance from the Disclosure and Barring Service

## PERSON SPECIFICATION

<b>Post Title:</b> Teaching Assistant for children and young people with English as an Additional Language (EAL)		<b>Director/Service/Sector:</b> Wellbeing and Community Health-Education and Skills		Ref: 3238
<b>Essential</b>		<b>Desirable</b>		<b>Assess by</b>
<b>Knowledge and Qualifications</b>				
<ul style="list-style-type: none"><li>GCSE Grade A-C in English and Mathematics or equivalent.</li><li>Certificate in Supporting Teaching and Learning at level 2 or equivalent.</li><li>Working knowledge of the structure and content of the National Curriculum across at least two phases.</li><li>Able to converse in Arabic</li></ul>				(a) , (i)
<b>Experience</b>				
<ul style="list-style-type: none"><li>Working with individual children in a mainstream school in a variety of settings and Key Stages.</li><li>Working with children with <u>spoken</u> language difficulties.</li><li>An ability to support school to enhance the learning environment.</li><li>Supporting and advising parents.</li><li>Working with other professionals.</li></ul>		<ul style="list-style-type: none"><li>Working in a multi-agency setting.</li><li>Working with young people 11 - 18 years.</li><li>Experience of working with EAL learners</li></ul>		(a), (i), ( r), (p)
<b>Skills and competencies</b>				
<ul style="list-style-type: none"><li>Working knowledge of relevant policies and legislation.</li><li>Understanding of principles of child development and barriers to learning.</li><li>Ability to plan effective programmes for pupils.</li><li>Ability to relate well to children to achieve positive attitude and behaviour and ensure pupil progress.</li><li>Ability to liaise sensitively and effectively with parents/carers.</li><li>Effective ICT skills.</li><li>Basic clerical skills.</li><li>Willingness to respond flexibly to changing situations.</li><li>Willingness to participate in training and personal development.</li><li>Work collaboratively with colleagues.</li><li>Work under pressure to tight deadlines.</li><li>Demonstrate a high quality of verbal and written language skills.</li><li>Monitor and assess pupil progress.</li><li>Keep records and write reports.</li><li>Understand and adhere to the need for confidentiality.</li><li>Monitor and evaluate own skills and practices.</li></ul>		<ul style="list-style-type: none"><li>NVQ 2 ICT Qualification.</li><li>Evidence of participating in learning outside of work.</li><li>Willingness to initiate and take part in extra curricular activities.</li><li>Establishing a supportive relationship with pupils and promoting and reinforcing self esteem.</li></ul>		a), (i), ( r), (p)
<b>Physical, mental and emotional demands</b>				
<ul style="list-style-type: none"><li>A willingness to participate in identified training.</li><li>Highly motivated and well organised.</li></ul>				(i) (a) (p)

<ul style="list-style-type: none"> <li>• Ability to use own initiative and work independently, contributing towards flexible and innovative working within a locality.</li> <li>• Ability to meet travel requirements of job across the county of Northumberland.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• A willingness to participate in identified training.</li> <li>• Highly motivated and well organised.</li> <li>• Ability to use own initiative and work independently, contributing towards flexible and innovative working within a locality.</li> <li>• Ability to meet travel requirements of job across the county of Northumberland.</li> </ul>		(r ) (i) (a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits