JOB DESCRIPTION

Post Title: Level 3 Senior Teaching Assistant (Support and Learning Delivery - EAL)
Grade: Band 7-11 (£17,260 - £18,683 - 37 Hours per week.)
Responsible to: Working under the guidance of the Inclusion team, with particular reference to EAL.
Responsible for: Support and guidance for Level 1 and Level 2 Teaching Assistants (and the supervision of these staff where appropriate).

Main Purpose

To work under the guidance of the Inclusion team to implement agreed work programmes with individuals / groups both within and out of the classroom. This will include the use of detailed and specialist knowledge in EAL and will involve assisting staff in the whole planning cycle and with the management / preparation of resources. The postholder will need to model good practice to other members of staff in the support of children learning EAL. The postholder may also supervise whole classes occasionally during the short-term absence of Teachers, when the primary focus will be to maintain good order and to keep pupils on task. As Cover Supervisors, the postholder will need to respond to questions and generally assist pupils to undertake set activities.

Duties and Responsibilities

1. Support for pupils
   (i) Use specialist (Curricular / Learning) skills / training / experience to support pupils learning English as an Additional language.
   (ii) Assist with the development and implementation of interventions specifically targeted to children learning English as an Additional language.
   (iii) Establish productive working relationships with pupils, acting as a role model and setting high expectations.
   (iv) Promote the inclusion and acceptance of all pupils within the classroom.
   (v) Support pupils consistently whilst recognising and responding to their individual needs.
   (vi) Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
   (vii) Promote independence and employ strategies to recognise and reward achievement of self-reliance.
   (viii) Provide feedback to pupils in relation to progress and achievement.

2. Support for the Teacher
   (i) Work with Teachers or Teaching Assistants to establish an appropriate learning environment.
(ii) Work with Teachers in lesson planning, evaluating and adjusting lesson / work plans as appropriate.

(iii) Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievements against pre-determined learning activities.

(iv) Provide objective and accurate feedback and reports, as required, to class teachers on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

(v) Be responsible for keeping and updating records, as agreed with the EAL leader, contributing to reviews of systems / records as requested.

(vi) Undertake marking of pupils’ work and accurately record achievement / progress.

(vii) Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.

(viii) Liaise sensitively and effectively with Parents / Carers as agreed with the staff within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.

(ix) Administer and assess routine tests and invigilate exams / tests.

(x) Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.

3. **Support for the Curriculum**

(i) Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs, specifically those learning EAL.

(ii) Implement local and national learning strategies, e.g., Literacy, Numeracy, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.

(iii) Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.

(iv) Help pupils to access learning activities through specialist support.

(v) Determine the need for, prepare and maintain general and specialist equipment and resources.

4. **Support for the School**

(i) Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.

(ii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

(iii) Contribute to the overall ethos / aims of the school.

(iv) Establish constructive relationships and communicate with other agencies / professionals, in liaison with class teachers, to support achievement and progress of pupils.

(v) Attend and participate in relevant meetings as required.

(vi) Participate in training and other learning activities as required.

(vii) Recognise own strengths and areas of expertise and use these to achieve and support others.

(viii) Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

(ix) Undertake planned supervision of pupils’ out of school hours learning activities.
Supervise pupils on visits, trips and out of school activities as required.

**General**

Postholders will be required to possess the NVQ 3 for Teaching Assistants or an equivalent qualification or experience, together with training in the relevant strategies (e.g., Literacy and/or particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, Maths, English, CACHE etc.)

Appropriate First Aid training will be required.

The following knowledge/skills will be required:
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
- Understanding of principals of child development and learning processes, particularly those learning EAL.
- Ability to relate well to children and adults.