

## JOB DESCRIPTION 2019-2022

Job No: TL27

<b>Job Title:</b>	<b>Teaching Assistant (English as an Additional Language)</b>	<b>Band / salary:</b>	2
<b>Responsible to:</b>	Deputy Head of School / SENCo	<b>Responsible for:</b>	NIL
<b>Job purpose:</b>	To work under direct supervision to support access to learning for pupils who have English as an additional language, and provide general support to the teachers.		
<b>Resources:</b>	<b>Staff:</b> None		
	<b>Finance:</b> None		
	<b>Physical:</b> Some shared responsibility for school and classroom resources		
	<b>Clients:</b> Pupils, parents		

### Duties & responsibilities:

1. Implementation of personal learning plans and responding to the needs of each individual.
2. Supervise and support pupils in their access of learning, helping them to understand instructions
3. Establish good relationships with pupils, acting as a role model.
4. Actively promote inclusive practice to ensure acceptance of all students, encouraging pupils to interact with one another.
5. Encourage pupils to engage in, and participate in learning activities lead by the class teacher and to act independently as appropriate.
6. Report to the classroom teacher on pupil problems, progress and achievements as directed.
7. Undertake the maintenance of pupil's records as directed by the class teacher.

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond.

Undertake other duties and responsibilities as required commensurate with the grade of the post.

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the post holder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the post holder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

### Work arrangements

<b>Physical requirements:</b>	None
<b>Transport requirements:</b>	Travel between ALP sites if necessary.
<b>Working patterns:</b>	Part time. Week days term time plus 2 days.
<b>Working conditions:</b>	Normally indoors. May be occasional exposure to people related behaviour.

**(Post holder)**

**(Line Manager)**

## PERSON SPECIFICATION

**Job Title:** Teaching Assistant (English as an Additional Language)

### Essential:

#### Knowledge & Qualifications

Excellent numeracy and literacy skills

#### Experience

Working with or caring for children of the relevant age

Following instructions, procedures and policies

#### Skills & Competencies

Ability to relate well to children and adults

Ability to work constructively as part of a team

Understanding of classroom roles and responsibilities

Judgement to identify straightforward solutions to simple problems

#### Physical, mental, emotional & environmental demands

Some on-going physical effort, sitting, standing and walking, bending.

Need to remain alert for periods of up to two hours at a time to monitor pupil activity, learning and health and safety risks

Emotional issues may be encountered occasionally

### Desirable:

#### Knowledge & Qualifications

Relevant qualifications

Knowledge of English language development

#### Experience

Working within an educational setting

Working with pupils with other languages

#### Skills & Competencies

Evidence of having undertaken personal development

#### Physical, mental, emotional & environmental demands