



## Job Description

<b>Job Title:</b>		EAL Support Assistant			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	AA3709	<b>Evaluation:</b>	417 points	<b>Grade:</b>	N4
<b>Status:</b>	Final				
<b>Job purpose:</b>		To provide classroom support duties, including curriculum related tasks under the direction of the classroom teacher and to respond to pupils' language, social and emotional needs.			

### Main responsibilities

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Supporting pupils in mainstream lessons under the direction of the teacher by helping beginners to understand, speak, read and write English.
2. Adapting appropriate materials for pupils who have comparatively good levels of English but need support in order to achieve higher attainment levels.
3. Working with pupils in small groups or individually on a one-to-one basis to promote language development.
4. Providing clerical/admin support, e.g. photocopying, typing, filing, administer coursework and exams.
5. Undertaking routine invigilation and marking.
6. Assisting with monitoring and evaluating the learning environments and using this evaluation to help make necessary changes and developments.

### Specialist Skills

7. Supporting and directing EAL pupils within lessons, clarifying and explaining instructions.
8. Undertaking learning activities with pupils of varying English language levels to ensure differentiation of resources and access to the curriculum.
9. Planning and delivering lessons to pupils with lower level of English using a variety of appropriate teaching methodologies ensuring continuity and progression.
10. Marking and providing appropriate feedback.

11. Motivating and encouraging pupils to concentrate on and fulfil the tasks set. 6 Focusing support in areas that need improvement.
12. Guiding pupils to become independent learners.
13. Maintaining existing resources and explore opportunities to develop new resources for pupils with EAL.

### **Pupil Support**

14. To assist in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Learning Passports (IEPs) under the guidance of the EAL Co-ordinator.
15. Giving relevant feedback to the teacher regarding the learning, emotional and social needs of pupils.
16. Supporting the EAL Co-ordinator with the Pupil Review process.
17. Updating of pupils' data files, review and record pupils' progress.
18. Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs in EAL to ensure that support is given to them at an appropriate level.

### **Welfare and Other Duties**

19. Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
20. Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
21. Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.

### **Trust responsibilities:**

22. Work to fulfil the vision and values of the trust.
23. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
24. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
25. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.

26. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
27. Participate in appraisal, training and development and other activities that contribute to performance management.
28. Attend and participate in regular team and 1:1 meetings.