



Kenmore Park Infant & Nursery School,



EAL Teaching Assistant Job Description & Person Specification.

Job description	Teaching Assistant – Romanian speaking (EAL)
Hours	28.75hrs per week (Term time only)
Salary	G01 £13,078 per annum (0.6830 FTE)
Immediate Supervisor	Inclusion leader
Management by	Headteacher & Deputy

Brief Job Summary

To work under the direct instruction of Head Teacher & Inclusion leader or in the classroom with the teacher, to support access to learning for EAL pupils and provide general support to the teacher in the management of pupils and the classroom.

Key Functions :

SUPPORT FOR PUPILS

- *Support with the induction of EAL pupils into the school and their families by offering bilingual support/translation to ease the transition process.*
- *Supervise and support EAL pupils ensuring their safety and access to learning*
- *Establish good relationship with EAL pupils, acting as a role model and being aware of and responding appropriately to individual needs*
- *Promote the inclusion and acceptance of all EAL pupils*
- *Encourage EAL pupils to interact with others and engage in activities led by the teacher*
- *Attend to the EAL pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters*
- *Encourage EAL pupils to act independently as appropriate*

SUPPORT FOR THE TEACHER

- *Work with the Inclusion Leader to establish an appropriate learning environment*
- *Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.*
- *Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour*
- *Provide clerical/administrative support e.g photocopying, typing, filing, collecting money etc.*
- *Undertake pupil record keeping as requested*
- *Gather/report information from/to parents/carers as directed*

SUPPORT FOR THE CURRICULUM

- *Support EAL pupils in using basic ICT as directed*

- *Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use*
- *Support EAL pupils to understand instructions and key vocabulary including pre-teaching key vocabulary*
- *Support EAL pupils in respect of local and national strategies e.g literacy, numeracy, early years, as directed by the teacher*

SUPPORT FOR THE SCHOOL

- *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*
- *Be aware of and support difference and ensure all EAL pupils have equal access to opportunities to learn and develop*
- *Contribute to the overall ethos/work/aims of the school*
- *Attend relevant meetings as required and support with translation when requested*
- *Participate in training and other learning activities and performance development as required*
- *Accompany teaching staff and EAL pupils on visits, trips, and out of school activities as required*
- *Appreciate and support the role of other professionals*
- *Assist with the supervision of EAL pupils out of lesson times, including before and after school and at lunchtimes as required*



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Person Specification.

We are looking for the following qualities in a successful candidate:

1. An experienced teaching assistant who has a relevant qualification NVQ Level 3 (E) or a graduate with a teaching qualification from overseas with QTS (D)
2. Excellent command of the English language and literacy skills and also in Romanian (spoken and written) (E)
3. Relevant CPD and an up to date Paediatric First Aid qualification (D)
4. A successful track record of supporting teaching and learning in an Infant School setting (D)
5. Good knowledge of teaching phonics (E)
6. A team player who is flexible and able to work under pressure, working under the direction of the immediate line manager and/or Inclusion leader (E)
7. Experience of record keeping and use of ICT to support this process (D)
8. Experience of working with EAL learners who may be beginner bilinguals and SEN pupils including pupils with severe physical and developmental needs e.g. ASD (D)
9. Willing to attend CPD during and after the working day as required (E)
10. An excellent communicator who is able to act as an ambassador in supporting the development of positive and strong partnerships between the home and school in order to support pupil progress (E)
11. The ability to support planning & lead interventions, maintaining detailed tracking information to demonstrate impact/progress (E)