

# GARTH HILL COLLEGE

## JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location:
Job Title: EAL TUTOR (HIGHER LEVEL TEACHING ASSISTANT)	Grade/Salary Range: BGI 6-14

### JOB PURPOSE

Complement the work of teachers by taking responsibility for agreed learning activities, involving planning, preparing and delivering learning to individuals and groups to enable access to learning for pupils with English as an additional language (EAL)

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to the EAL Lead to meet the EAL needs as required. Working in collaboration with Literacy Lead, Head of Pupil Care and Local Authority EAL specialists.

### MAIN DUTIES AND RESPONSIBILITIES

- Welcome and support new arrival EAL pupils to the school.
- Assess pupil EAL needs on arrival and use detailed and specialist skills to support pupils' learning, recognise and respond to individual learning needs and plan, develop and implement work programmes with challenging learning objectives, evaluate and adjust as required.
- Promote inclusion, establish constructive working relationships with pupils.
- Act as a role model, set high expectations and provide feedback on progress and achievement.
- Organise and manage appropriate learning environment and resources.
- Monitor, evaluate and record pupil progress through a range of assessment strategies against pre-determined learning objectives.
- Provide accurate and objective feedback and reports on pupil achievement, progress and other matters with evidence and systematically record that progress and achievement in lessons and other activities.
- Deliver agreed learning activities to pupils in group and one to one sessions with resources.
- Use ICT in learning activities and develop pupils' competence in its use.
- Supervise groups of pupils and classes, supporting pupils in their learning as appropriate (including cover supervision as required).
- Undertake administrative tasks, prepare worksheets, lesson plans etc.
- Contribute to and lead in meetings with parents/carers to provide constructive feedback.
- Mark pupils' work, record progress and administer and mark tests and invigilate exams.
- Work within the established Behaviour Policy to anticipate and constructively manage behaviour and promote self-control and responsibility.
- Select and prepare resources and advise on appropriate use of specialist EAL aid/resources and equipment.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the College and the Borough Equal Opportunity Policies and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the College, take initiative to establish constructive relationships with other agencies, in liaison with the teacher, to support the

progress of pupils and participate in regular meetings as required.

- Be aware of and take part in the College's Performance Management framework, recognise own contribution and expertise to lead, advise and support others and participate in training and development activities.
- Contribute to the identification and delivery of 'out of college' learning activities and deliver these within school guidelines.
- Undertake any other similar duties as required.

#### **SCOPE OF JOB (Budgetary/Resource Control, Impact)**

Responsible for a lead role in the management of a EAL within the College.

Works with teachers to deliver appropriate support to pupils.

Independent supervision and instruction of groups of pupils and classes of pupils across the curriculum as required.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

**Date:** .....

**Signature:** .....