



Mayfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION

Job Title: Teaching Assistant – Level 3 - EAL

Grade: Level 3

Hours: (22.5 (8.45 – 1.15))

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

Support for children with EAL across the school

- Provide specialist learning support (requiring in-depth knowledge and experience) to children where English is not their first language.
- Take responsibility for delivering learning activities with groups of children who will include EAL who would benefit from a different learning approach as agreed with the class teacher.
- Develop and understanding of the needs of children in relation to learning a new language and plan activities accordingly.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Work with the children to assist with the development of their communication, reading and writing skills, manual dexterity skills, basic education skills and general curriculum activities.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Help promote and reinforce the children' confidence and self-esteem and independence.

Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Provide additional tuition for children who need extra support with ICT.
- Provide targeted support to enhance learning and improve attainment

Support for the teacher

- Contribute to reports on pupil progress and development against National Curriculum descriptors.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Work closely with partner TA.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings and training days.
- Contribute to the development of less experienced teaching assistants
- Act as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties.
- Initiate and organise activities that will develop the English language skills of parents with EAL.
- Make suggestions for school events and take a leading role in organising them as agreed eg Food Festival
- Ensure parents/carers of children with EAL are fully informed about the school and its activities.
- Carryout playground duties as requested.
- Occasional registration as required.