



**CARDINAL WISEMAN**  
CATHOLIC SCHOOL



## JOB DESCRIPTION

<b>Post Title:</b>	<b>EAL HIGHER LEVEL TEACHING ASSISTANT (BILINGUAL – ENGLISH &amp; POLISH)</b>
<b>Purpose:</b>	To work independently as a classroom teacher to impact on learning skills by supporting groups of pupils, assessing progress and preparing resources or track individuals to meet school targets.
<b>Reporting to:</b>	EAL Coordinator
<b>Working Time:</b>	32 hours, term-time only plus 5 training days
<b>Salary/Grade:</b>	Scale 4
<b>Disclosure level</b>	Enhanced

## MAIN (CORE) DUTIES

- To work collaboratively with the responsible classroom teacher in their responsibility for the development and education process by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to young people.
- To support the classroom teacher in enabling students to make good academic progress.
- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess and report on the development, progress and attainment of pupils.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of young people, including those pupils with SEN needs.
- Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for local and national learning strategies e.g. Literacy,

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	<p>Numeracy.</p> <ul style="list-style-type: none"> <li>• Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.</li> <li>• Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress.</li> <li>• Utilise ICT in learning activities and develop pupils' competence and independence in its use.</li> <li>• Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Assist with group/whole class activities within and away from the classroom/school, e.g. educational visits.</li> <li>• Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.</li> <li>• Attend and participate in relevant meetings as required.</li> <li>• Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom. To improve the students' confidence in communicating.</li> <li>• Be required to act as school link for Polish native parents with limited English and to assist meeting with new EAL students.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> <li>• Responsibility for the Catholic Life of the school.</li> </ul>

#### Other Specific Duties:

- Make a positive contribution to the wider life and ethos of the school.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.