



ST. JOSEPH'S INSTITUTION INTERNATIONAL

JOB DESCRIPTION

Appointment : Teaching Assistant (Instructional / English as Another Language)
Reporting to : EAL Coordinator
Commencement: Negotiable
Position: Full Time

Overall Purpose:

To support the EAL department in our mission: to support students socially, emotionally and academically to help them to achieve their potential as learners and to participate fully in school life.

Specific Responsibilities:

- To provide support and interventions for children, individually or in small groups, as directed by the EAL Coordinator.
- To plan a programme of support with the guidance of the EAL coordinator to agreed deadlines and in agreed formats.
- To regularly liaise with Head of Grades, Head of Faculties, Head of Departments, teaching staff and Homeroom teachers regarding the support and interventions provided.
- To help with differentiating lesson content and instruction, as well as the scaffolding of tasks
- To liaise with and facilitate staff training to promote capacity of technical and academic language and current EAL trends .
- Add relevant observations and strategies used to the individual EAL learner profiles in the EAL registry
- Feed knowledge of EAL learners' understanding of key concepts into the teacher's assessment and planning where appropriate

- To develop and maintain a good home-school partnership with the guidance of the EAL coordinator; to consult with and inform parents of the progress, attainment and attitudes of pupils.

General Responsibilities:

- To assist teachers with the well-being and safety of High School students.
- Any other non-teaching duties that may be assigned by the Senior School Principal or teachers
- School working hours are from 7.15 am to 4.15pm.
- Promote the School's Lasallian values
- Be a positive role model for students
- Set high expectations
- Promote cohesion and collegiality in professional relationships
- To understand and apply school policies
- To maintain professionalism and confidentiality inside and outside the workplace. This includes keeping updated on Child Protection issues and internet safety and having a working knowledge of the pastoral care system within the school.
- Other reasonable requests made by the Principal.
- Attend professional learning and coaching sessions with the EAL coordinator.