

# EAL Teaching Assistant Person Specification



INSPIRE | TRANSFORM | SUCCEED

| Attributes                               | Essential   | Desirable  | How Identified               |
|--|---|--|------------------------------|
| <b>Qualifications</b>                    | <ul style="list-style-type: none"> <li>L2 qualification or GCSE equivalent in English and Maths</li> </ul>  | <ul style="list-style-type: none"> <li>Two years minimum satisfactory experience as a TA, with evidence of INSET undertaken</li> <li>Certificated additional qualifications e.g. NVQ / Diploma / Degree</li> <li>Experience of working with children with a wide variety of learning needs</li> <li>NVQ level 4, Childcare in Education, City and Guilds Advanced Certificate in Learning Support</li> </ul> | Letter Interview Application |
| <b>Job related Experience and Skills</b> | <p>The Level 2 TA should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>how children develop;</li> <li>how to support children in literacy and numeracy;</li> <li>supporting children with EAL</li> <li>how children learn and how to motivate them</li> <li>work with an individual or a group;</li> <li>reinforce teaching points during teacher input;</li> <li>clear up misunderstandings and sort out misconceptions;</li> <li>teach new concepts as agreed with the class teacher;</li> <li>modelling acceptable behaviour;</li> <li>provide strategies for spelling, reading, number skills;</li> <li>extend children's thinking skills;</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge of what constitutes effective monitoring of student progress</li> <li>Able to generate new ideas and initiatives</li> <li>Sound knowledge of current educational issues</li> <li>Able to speak another language in addition to English</li> <li>Previous experience working with EAL children</li> <li>Confident in using Microsoft Office</li> </ul>       | Letter Interview Application |

|                                |  |   |                              |
|--------------------------------|--|---|------------------------------|
|                                | <ul style="list-style-type: none"> <li>• assess children’s understanding of text and reading skills;</li> <li>• assess children’s understanding of maths concepts;</li> <li>• discuss with children their understanding of learning objectives;</li> <li>• suggest ways of developing learning;</li> <li>• encourage good social skills;</li> <li>• update assessments and Individual Education Programmes;</li> <li>• liaise with the Head of EAL and outside agencies;</li> <li>• take an active involvement in medium-term planning.</li> </ul> |   |                              |
| <b>Other Relevant Training</b> | <ul style="list-style-type: none"> <li>• Evidence of commitment to own professional development</li> </ul>   | <ul style="list-style-type: none"> <li>• Additional learning/experience</li> </ul>  | Letter Application           |
| <b>Person(al) Skills</b>       | <ul style="list-style-type: none"> <li>• Dynamic</li> <li>• Able to interact with and motivate students whilst demonstrating a commitment</li> <li>• Organise and prioritise work load and meet deadlines</li> <li>• Excellent communication skills</li> <li>• Ability to work effectively within a team.</li> <li>• Have high standards of punctuality, attendance and personal presentation</li> </ul>   | <ul style="list-style-type: none"> <li>• Able to work under pressure</li> <li>• Able to foster excellent relationships with students</li> </ul>           | Letter Interview Application |
| <b>Safeguarding</b>            | <ul style="list-style-type: none"> <li>• Able to demonstrate an understanding of safeguarding</li> </ul>   | <ul style="list-style-type: none"> <li>• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity</li> </ul> | Letter Interview Application |