



Job Description: **Bilingual Teacher Aide (Mandarin / Vietnamese / Somali -English)**

Responsible to: Head of Faculty (Languages) / Head of English Language
English Language teachers

Hours of work: 15-20 hours per week term-time only

Purpose of position:

- To support ESOL students and their classes as directed by the HOD ESOL

This includes:

- Pastoral care of Mandarin / Vietnamese / Somali speaking students regarding attendance and liaising with parents.
- Working with teachers to best support the students in their class. This could include meetings to give feedback and discuss students' learning.
- Encouraging students to keep on task with their work, explaining questions and concepts
- Identifying and recording areas of progress and difficulty
- Communicating with teachers about student progress and needs
- Facilitate successful interactions between students in social and learning situations
- Working with individuals/small groups of students in the classroom context to facilitate learning
- Establishing an appropriate professional relationship with students, maintaining trust and respect
- Being available to talk to the students when they have concerns or problems with their school work
- Support new students who transition into the school during the year and monitoring their progress
- Accompanying students on class trips during school hours (where applicable)
- Reporting on observations and behaviours of concern to English Language teachers
- Adapting resources when needed
- Meet with the English Language team and take part in Professional Development as required

And may also include:

- Supporting the school in extra-curricular activities

Person specification:

The person will be:

- Energetic
- Adaptable
- Empathetic
- Able to work effectively with a range of teachers as required
- Someone who enjoys working with young people whose behaviour can be challenging at times

Staff will have the opportunity to develop and take on additional responsibilities as described in the work matrix with the agreement of the Head of English Language.