

Job Description

ESOL Teacher Aide



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Teacher Aide – English as a Second Language (ESOL) (Grade B-C of the Support Staff Collective 2022 – 2024)
Reports to	Head of ESOL
Working Relationships	ESOL and International staff ESOL students, parents & caregivers Other supporting agencies

Employment Status 30 hours per week – term time only

Purpose of the position

To support the Head of Department and Students whose second language is English

Key Responsibilities	Appraisal Indicators
In Class Support	Demonstrating that specific needs of ESOL students are met
One on one support	Participate, maintain and communicate with teaching staff
Monitoring progress of student(s)	Liaise, advise and consult with members of the supporting team

Tasks and Duties

In Class Support

- Working with student(s) on curriculum programmes with teacher direction.
- Assist the teacher with the development of student(s) language skills as required.
- Assist in classroom by utilising resources as directed by the teacher.
- Other duties as required by classroom teachers.

One on One Support

- Provide support to student by planning, implementing strategies and programmes.
- Assist student by utilising specialist resources.
- Attend to the specific health, medical & safety needs of the student as required.
- Support students where possible to participate in school and out of school activities.
- Provide appropriate feedback that is consistent & meaningful to the student.

General Responsibilities

Contribute to the smooth operation and ongoing support of the ESOL Department within the college.

Declaration:

Approved by:	
Date approved:	
Reviewed by:	
Appointee:	
Date:	