



# ST. JOSEPH'S INSTITUTION INTERNATIONAL

## JOB DESCRIPTION

<b>Appointment</b>	: Teaching Partner (Instructional / English as an Additional Language)
<b>Reporting to</b>	: EAL Coordinator/ Assistant Principal Student Support
<b>Job Overview</b>	: 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.

### DUTIES & RESPONSIBILITIES:

#### Specific Responsibilities:

1. To provide support and interventions for children, individually or in small groups, as directed by the EAL Coordinator.
2. To plan a programme of support with the guidance of the EAL coordinator to agreed deadlines and in agreed formats.
3. To regularly liaise with Head of Grades, Head of Faculties, Head of Departments, teaching staff and Homeroom teachers regarding the support and interventions provided.
4. To help with differentiating lesson content and instruction, as well as the scaffolding of tasks
5. To liaise with and facilitate staff training to promote capacity of technical and academic language and current EAL trends .
6. Add relevant observations and strategies used to the individual EAL learner profiles in the EAL registry
7. Feed knowledge of EAL learners' understanding of key concepts into the teacher's assessment and planning where appropriate
8. 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:

1. To assist teachers with the well-being and safety of High School students.
2. Any other non-teaching duties that may be assigned by the Senior School Principal or teachers

3. School working hours are from 7.15 am to 4.15pm. However, you are sometimes required to work outside the normal working hours to assist in school events in the evenings or weekends, which are one-off events, as required by the Principal.
4. Promote the School's Lasallian values
5. Be a positive role model for students
6. Set high expectations
7. Promote cohesion and collegiality in professional relationships
8. To understand and apply school policies
9. 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.
10. Other reasonable requests made by the Principal.
11. Attend professional learning and coaching sessions with the EAL coordinator.

**Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to his classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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