



Job Description – ESOL Teacher Aide

POSITION TITLE	English Language Teacher Aide
REPORTS TO	Learner Area Lead ESOL
Hours	Monday, Tuesday, Thursday and Friday 9 am - 3:30 Hours: 25 hours per week (term time only)

PURPOSE OF THE POSITION

The purpose of this role is to assist students who are learning English as a second language to be successful in mainstream classes.

KEY RESPONSIBILITIES	APPRAISAL INDICATORS
In class support	<ul style="list-style-type: none">• Mainstream class support for English Language students• Provide support in the International student hub as required• Support in the collection of English Language data• Work with individual English language students one on one as required
Professional Development	<ul style="list-style-type: none">• Attend staff-only days• Attend international orientation days• Maintain a personal professional learning plan and identify goals. Include professional reading and PD updates
Administration	<ul style="list-style-type: none">• Provide feedback on English Language students on a regular basis and record appropriate information• Assist students in seeking the support of the appropriate person when issues or concerns arise• Support the department when required with a variety of admin tasks related to English language students• Contribute to team meetings

GENERAL RESPONSIBILITIES

- Comply with all board policies and relevant legislation.
- Attend all Professional Development and team meetings