



Job Description |

English Language Assistant (ELA) |

Middleton Grange School |

Position Description:	Primary Year 1 – 6 English Language Assistant (ELA)
Hours of Work:	Minimum – 19 hours per week Maximum – up to 25 hours per week by negotiation
Direct Report to:	Teacher in Charge (TIC) ESOL Primary
Functional Relationships - Internal:	Deputy Principal, Head of Primary School, Director and Assistant Director International College, Learning Team Leaders and teaching staff, whanau
Functional Relationships - External:	ESOL Cluster

Special Character	
<ul style="list-style-type: none"> • Model Christian servanthood. • Promote the Christian school and Christian education. • Actively engage in opportunities to enrich ability to teach Christianly. • Develop strong relationships based on Christian principles with students, staff and other members of the School community. • Integrate the School’s Special Character with the New Zealand Curriculum. • Implement initiatives which focus on the Special Character of Middleton Grange School 	
Key Responsibilities	
<ul style="list-style-type: none"> • Providing English language support for International students and domestic ESOL students in the Primary School. • Being responsible for resources – physical and online programmes that ELA uses with students • Extra duties as requested by Head of Primary school, and TIC ESOL 	
Specific Duties	
Task	Performance Indicators
Teaching	
Is available to withdrawal ELL students for extra tuition, or go into class to assist with classroom learning.	Suitable records are kept of student performance and progress. Lessons are carried out in a professional manner. Meet regularly with the TIC ESOL

<p>Maintain records of progress for each student. Supervise use of online programmes by students. Assists with other aspects of language learning for these students, as required. Report to TIC ESOL any issues that arise concerning student classroom performance and learning.</p>	<p>Suitable records are kept of student performance and progress. Lessons are carried out in a professional manner. Meet regularly with the TIC ESOL</p>
<p>Resources</p>	
<p>Assist in liaising with teachers and students about resources for independent work in classes where the work is not suitable. Assist in stock taking resources. Assist in other duties as required by the TIC ESOL.</p>	<p>Students and teachers are able to access suitable resources.</p>
<p>Person Specification</p>	
<ul style="list-style-type: none"> • A recognised qualification or experience in teaching English for Speakers of Other Languages (ESOL) is desirable. • Some experience in teaching literacy is desirable • Willingness to uphold the Christian Special Character of Middleton Grange School out of respect for the school. 	

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17