

**Job Description
ESOL Inclusive Learning Assistant (Grade B)**

Name:	
Line Manager	Teacher in Charge of ESOL
Department:	Languages
Hours	20 per week, term time only, fixed term

Position Purpose:

To support quality educational outcomes for our students, through meeting the needs of students on an individual basis and/or within mainstream classroom settings.

Learning Support staff are expected to adhere to the professional standard of behavior outlined in the Code of Ethics for New Zealand teachers. While the Code of Ethics only applies legally to teachers who hold a practising certificate and those who have been granted a Limited Authority to Teach, schools can use the framework to set out expectations for the conduct of non-certified staff and to enable a shared understanding of professional behaviour. Further information can be found at:

<https://educationcouncil.org.nz/content/our-code-our-standards>

This job description provides a guideline of responsibilities and expectations (outlined on page 2), and must be referred to alongside the following:

1. The terms and conditions are outlined in the *Support Staff in Schools' Collective Agreement*.

2. A commitment to Tauranga Girls' College:

Vision: Empowering learners to make a positive impact

Mission Statement: To create a safe, stimulating and exciting learning environment that allows each student to develop their academic, cultural and sporting potential.

Values:

- Manaakitanga
- Mahi Tahi
- Mana Motuhake

3. Tauranga Girls' College policies, procedures and handbooks, including a commitment to:

- Professional conduct which includes interacting appropriately with staff, students and visitors, and maintaining a professional standard at all times
- Professional development, training, and adoption of new technology

- School Health and Safety practices
- Participating in appraisal processes
- Undertaking all responsibilities with integrity and confidentiality in and outside of the role
- Employee Assistance Programme
- Partnership to Treaty of Waitangi

Key Responsibilities	
In-class support	<ul style="list-style-type: none"> ● Work collaboratively alongside classroom teachers to assist ESOL students during daily lessons. ● Adapt instructions and tasks to match the specific language proficiency levels of individual students. ● Support multilingual learners to develop academic English across curriculum areas. ● Scaffold classroom learning through the use of visuals, vocabulary support, modelling, and language-rich strategies.
Targeted Intervention	<ul style="list-style-type: none"> ● Deliver focused, small-group and one-on-one English language activities. ● Implement reading and writing interventions as directed by the lead ESOL Teacher. ● Reinforce key vocabulary, language structures, and literacy skills required for success in mainstream classes. ● Support students to develop confidence in speaking, listening, reading, and writing in English. ●
Resource Preparation	<ul style="list-style-type: none"> ● Assist in creating language-focused resources that support English language acquisition across curriculum areas. ● Develop bilingual and visual resources where appropriate to support student understanding.
Cultural & Pastoral Care	<ul style="list-style-type: none"> ● Provide a warm, welcoming environment that values and respects students' first languages and cultural backgrounds ● Offer pastoral support to help multilingual students confidently navigate the school environment. ● Act as a positive advocate for multilingual learners and promote inclusion within the school community. ● Encourage students to maintain and value their first language while developing English proficiency.

<p>Monitoring Student Progress</p>	<ul style="list-style-type: none"> ● Assist with tracking student engagement, language development, and learning progress. ● Communicate observations and student needs to the ESOL teacher and classroom teachers.
<p>ESOL Administration & Assessment</p>	<ul style="list-style-type: none"> ● Assist with the identification, English language assessment, and placement of ESOL students. ● Assist the ESOL team with gathering and organising evidence for Ministry of Education ESOL funding applications and renewals twice yearly. ● Support the collection and maintenance of student language learning records and assessment evidence. ● Support international and migrant background students to transition successfully into the school environment. ● Assist with the collection and organisation of evidence for Ministry of Education ESOL funding applications and renewals.

Confirmation:

<p>Employee:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Employer: Tauranga Girls' College</p>	<p>Signature:</p>	<p>Date</p>
<p>Next Job Description Review Date:</p>		