# **Avondale College Position Description**

**April 2025**

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| Title | Refugee / ESOL Teacher Aide |
| Department | ESOL |
| Reporting To | Director of ESOL |
| Functional Relationships | Head of Department, Teachers, Students |

| Key result areas | Expected Outcomes |
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| **Development and In-class Support** | * Work individually and in small groups with students from a refugee or ESOL background. * In-Class Support   + Work with students on curriculum programmes under teacher direction.   + Assist in developing students' language skills.   + Utilise classroom resources as directed.   + Perform other duties as required to support the student’s learning. |
| **Develop and implement Individual Education Plans (IEPs) for each student.** | * Initial testing e.g. using PROBE test, speaking analysis, writing sample etc. * Writing an initial report which includes goal setting for students. * One-on-One Support   + Plan and implement strategies and programmes.   + Use specialist resources to assist students.   + Support participation of in school and out-of-school activities of students.   + Provide consistent and meaningful feedback. * To maintain records and report on student progress using the departmental system. |
| **Appraisal Indicators** | * Ensure specific needs of ESOL students are met. * Provide one-on-one support with adaptation and customisation of resources. * Participate, maintain, and communicate with teaching staff. * Monitor progress of students. * Liaise, advise, and consult with the supporting team. |
| **Administration** | * Contribute to the smooth operation and support of the ESOL Department within the college. |
| **Other tasks** | * Complete other task/project related goals and objectives as delegated by and agreed to by Manager. |

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| Name |  | | Employee |  |
| Signed |  |  | Date |  |
| Name |  | | Manager |  |
| Signed |  | | Date |  |