#  **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.
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| **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.
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| **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.
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| **Administration** | * Contribute to the smooth operation and support of the ESOL Department within the college.
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| **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 |  |