HILLCREST HIGH SCHOOL
Te Kura Tuarua o Tihipuke

Job Description

English Language Learning Assistant
Hindi

Position Title	Bilingual English Language Learning Assistant and Bilingual Liaison Support
Language	Hindi
Reports to	Former Refugee Co-ordinator and HOD English as an Additional Language (HOD EAL)
Working Relationship	Teaching Staff
Hours per Week	6 hours
Tenure	Part-time, Fixed Term, Term-time only

Key Role

To support students access to the curriculum and assist teachers with the delivery of teacher and learning programmes in the school

To work as a bilingual liaison worker communicating with former refugee families.

Tasks and Duties

- Support students to ensure they can access the curriculum within a safe and secure environment.
- Communicate effectively with teachers, other professionals, and students to assist students to acquire understanding, knowledge and skills.
- Work as a team member to establish collegial working arrangements and decision making.
- Provide accurate records to the HOD on academic, behavioural or other concerns as required by each department.
- Contribute to the maintenance of a good working environment. Maintain equipment and

facilities.

- Undertake professional appraisal and professional development provided at the school and where appropriate at approved courses.

- Tasks that are specific to each department are outlined below.

Bilingual Teacher Aide role

Key Responsibilities	Prescribed Task Requirements	Performance Measures Indicators
Work with students under teacher supervision	Work one on one or with a small group of Hindi speaking students under the direction of the Foundation or mainstream teacher.	Assist the students to understand the work. E.g. provide the instructions in a combination of English/first language (Hindi) to guide them in English language literacy and numeracy tasks
Assist students to stay on task	Students are able to do the work because they understand what to do e.g. first language (Hindi) used to explain instructions and guide them	Make sure the student remains focussed on their work in the class e.g. check they know what to do and assist as they work on the task. Check it has been completed.
Monitor and observe students and act to build trusting relationships with students and colleagues in the two schools	Maintain an appropriate professional relationship with the students	Use the cultural background and language of the students to develop rapport. Communicate any observations with the former refugee co-ordinator e.g. pastoral, academic, other
Collaborates with others in their team	Work and communicate effectively with all staff to optimise outcomes. This involves the Teaching staff and other Learning Assistants in the EAL department	Talk with the EAL teachers in the school to discuss the progress of the students and also meet with the former refugee coordinator to discuss their progress and/or concerns.
Uses a language other than English in daily conversation to provide assistance or respond to	Uses first language Hindi when needed to assist the students in their learning where needed.	Students have a better understanding because their first language is used to assist them.

needs		
Bilingual Liaison Worker role		
To facilitate conversation with former refugee families. To help encourage and increase family involvement with the school	To communicate with families on behalf of the school.	Examples: To help translate school reports for parents/families. To help explain and talk about students' progress. To encourage families to attend teacher/parent interviews. To help as an interpreter at these events for the families. To communicate information about subject choices. To communicate information about NCEA and the literacy/numeracy requirements.

NOTE:

This Job Description sets out the duties of the post at the time it was drawn up. The Post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Support Staff Code of Conduct

1. Supporting the school charter, policies and procedures.
2. Maintaining standards of integrity, conduct and loyalty to the school.
3. Maintaining appropriate standards of dress and appearance.
4. Interaction with staff, students and members of the community shall be conducted in a respectful, courteous and professional manner.
5. Respect confidential information on colleagues, students and members of the community unless disclosure is required by the law or serves a compelling professional purpose.
6. Speak out if the behaviour of a colleague is seriously in breach of this Code.

EAL CONFIDENTIALITY AGREEMENT

I, _____, agree with the following statements:

I understand that I may come in contact with confidential information during my time at Hillcrest High School EAL department. As part of the condition of my work with the Hillcrest High School EAL department , I hereby undertake to keep in strict confidence any information regarding any student, family or staff member of Hillcrest High School or any other information that comes to my attention while at Hillcrest High School.

I also agree to never remove or share any confidential material of any kind from the premises of Hillcrest High School EAL Department unless authorised as part of my duties, or with the express permission or direction to do so by the HOD EAL.

Name _____ Signature _____

Dated this _____day of _____ 2026