



An All-through Co-operative School

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	EAL Higher Level Teaching Assistant (fixed term contract to July 2019 in the first instance)
<b>GRADE:</b>	Scale 5, spinal point 22 - 25
<b>RESPONSIBLE TO:</b>	EAL Co-ordinator
<b>ACCOUNTABLE TO:</b>	Assistant Head (Inclusion)
<b>HOURS OF WORK:</b>	36 hours per week, term time plus inset days
<b>PENSION:</b>	Local Government pension scheme

### **Purpose of Post:**

- To complement the work of the EAL Department and all teaching staff by supporting EAL students and those who are new arrivals in mainstream lessons,
- To support EAL students through breakfast, afterschool clubs,
- To utilise relevant expertise to assess students' initial competence in English language by completing EAL assessment and disseminate this information to staff,
- To plan and deliver individual and small group interventions to EAL students,
- To work with colleagues in the devising of suitable resources for EAL learners,
- Promote effective EAL strategies that support staff and accelerate students' acquisition of English by bilingual learners.

### **Principal Accountabilities and Responsibilities**

1. To support EAL learners in the classroom, in withdrawal groups or individual tutorials, and to support the delivery of specific tailored programmes with groups of students both in and out of the classroom
2. Plan partnership work with colleagues at faculty / departmental and classroom level to support EAL students and produce classroom resources to support such partnerships. This includes annotating faculty / departmental Schemes of Work so that they are culturally inclusive and address the language acquisition stages of bilingual learners with the provision of appropriately differentiated work.

3. Play a full part role in the EAL department's and School's assessment recording and reporting processes and ensure that accurate records are kept of the educational development of EAL students.
4. Use data to identify EAL learners for targeted support, track and monitor interventions and feedback to staff.
5. Participate in the admissions of new arrivals, including conducting an initial EAL assessment and sharing information with staff.
6. Establish and foster effective working relationships with other faculties / departments where appropriate, including liaising with colleagues about pastoral issues concerning EAL students.
7. Share information about EAL and EM students with the EAL Department and with subject staff that will support teachers in meeting the needs of the students
8. Assist in the delivery of INSET for colleagues on raising achievement for students with EAL
9. To take part in regular in service training and to take responsibility for the ongoing development of professional skills and knowledge.
10. To undertake additional duties that are commensurate with the level of responsibility of the post, as directed by line managers.
11. To be aware of and to comply with policies and procedures, and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and Data Protection.

### **Duties with specific EAL students**

Support identified students and small groups of students by:

- Liaising with Subject Teachers on what is being learnt and supporting with differentiated resources for EAL learners
- Helping students with strategies to become independent learners
- Identifying students' barriers to learning and help them access the curriculum
- Offering simplified or additional explanations
- Helping students to develop their grasp of the English Language and communication skills and working with others members of the EAL team in offering support, as appropriate, with reading, written work and spelling
- Helping students to remain on task and to complete set work
- Helping the student/s to participate in group work, oral work and in aspects of wider school life for example sports clubs and activities
- Boosting self-esteem by praising effort and ensuring identifiable success in the classroom
- Establishing constructive relationships with EAL students and interacting with them according to their individual learning and emotional needs.
- Supporting EAL students through PPE's and exams by invigilating

- Supporting and supervising students after school during Homework Club as part of a scheduled rota.

### **Additional responsibilities**

1. To record systematic observations of students in a range of contexts for use in departmental formative assessment.
2. Attend School based and other INSET to develop professional skills and keep abreast of current developments in EAL.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### **School Standards**

#### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

#### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

#### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

#### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Sara Dareve**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young person's she/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

### **General**

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.*