

Job description: EAL Higher Level Teaching Assistant

Location	St Mark's Academy, Acacia Road, Mitcham, CR4 1SF
Contract term	Permanent
Full time/term time	Full-time, Term Time Only (35 hours per week, 39 weeks per year)
Pay range	Scale 4 Point 7 – 10. Pro-rata salary £25,101 to £26,199 for 35 hours and 39 weeks (based on a full-time equivalent salary of £29,346 - £30,630).
Reporting to	Director of Smart/ Head of EAL

Job purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement academic and pastoral support programmes with individuals/groups, in or out of the classroom, including running interventions.

Main duties and responsibilities

Support for Pupils

- To run one-to-one sessions and group work dedicated to assisting students with improving their English and Functional Skills.
- Keep target sheets and monitor progress
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning around numeracy and literacy
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement one-page profiles for EAL students and update context sheets
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Run study support sessions for EAL students in KS3 and KS4 and after school support where necessary.

Support for Teachers

- Organise and manage appropriate learning environment and resources
- Work with the teachers implementing strategies on context sheets
- Ensure one-page profile strategies are in place
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' needs, interests, and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Assist with providing whole school CPD training

Supervision of Students

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other colleagues and professionals, in liaison with the Head of EAL to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead and advise others
- Participate in the Performance Management Review process
- Deliver out of school learning activities within guidelines established by the school

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration

- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.
- Undertake supervision duties as allocated, which may take place before, during and after school including break and lunchtime.
- Supervise pupils, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the Behaviour Policy.
- Ensure good behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate, with all incidents of disorder that any disruption is minimised.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: EAL Higher Level Teaching Assistant

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Good literacy and numeracy skills	✓	
5 or more good GCSEs	✓	
Level 3 qualification in Supporting Teaching & Learning in Schools [or equivalent qualification]	✓	

Experience/employment record <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
Training and knowledge in the relevant strategies for meeting SEN and/or EAL needs	✓	
Excellent communication skills	✓	
Ability to effectively manage student behaviour in accordance with Academy's behaviour management policy and procedure	✓	
Confident user of Microsoft Office Packages (Outlook, Excel, Word, etc)	✓	
An understanding of how to use assessment to inform planning for good teaching and learning	✓	
Experience of working with students in a formal setting without immediate supervision	✓	
Knowledge of Child Protection and Health & Safety	✓	
Evidence of commitment to CPD and training.	✓	
Two years' experience as Teaching Assistant, or similar post in an education setting		✓
Experience of working alongside third party stakeholders and agencies, to support the individual needs of students.		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Ability to empathise and be positive with children and young people	✓	
Exceptional interpersonal skills, including with those with EAL.	✓	
Ability to work effectively as part of a team and to form positive professional relationships with colleagues	✓	
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances	✓	
Willingness to provide support to fellow Teaching Assistants, under the guidance of the SENDCo, including inducting, training & mentoring	✓	
Ability to exemplify professional expectations as defined by the JD and Academy expectations	✓	
Ability to speak additional languages		✓