



## **Learning Support Assistant - EAL**

### **Job Description**

#### **Job Details:**

Title:	Learning Support Assistant - English as Additional Language
Reporting to:	Assistant Principal (Access and Inclusion)
Responsible to:	Principal
Hours:	36.25 per week
Grade:	NJC 3 - 4

#### **Job Purpose:**

#### **To work with the Principal in achieving the School's mission, vision and modelling and supporting the School's values.**

To work under the instruction of Assistant Principal (Access and Inclusion) and SENDco to undertake support and intervention programmes and enable access to learning, primarily with those students for whom English is an additional language. Work may be carried out in the classroom or outside the main teaching area.

#### **Support for Students:**

- Provide feedback to students in relation to progress and achievement under guidance of the teacher. Support students with little English for one to one support/ small group work/ in class support.
- Monitor and report on the progress of EAL students to the School's SENDCo and Assistant Headteacher (Access and Inclusion).
- Support EAL students in homework club/ revision sessions/ intervention.
- Ensure the inclusion/ equal access of EAL students in school events/ reward systems.
- Improve home-school relationships with our EAL parents by helping to adapt the written communication sent home to parents/ carers.
- Communicate with parents/ carers, alongside Year Leaders and members of the Senior Leadership Team, when pastoral/ academic issues arise.
- Ensure that EAL students' views/ experiences of school are gained, and shared with staff through the completion of Student Voice.



- Mentor with students who require additional pastoral and academic support-act as a role model for students.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage EAL students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.

Keep updated with national EAL strategies by being outward looking. This should inform in-school planning.

### **Support for Teachers:**

- Create and maintain a purposeful, orderly and supportive environment and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Advise teachers on specific provision for underachieving EAL students.
- Collate and adapt teaching resources.
- Help teachers to develop their knowledge of the cultural and religious backgrounds of students and their families.
- Monitor EAL students' responses to learning activities and actively monitor achievement/ progress as directed by the classroom teacher.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc
- Promote high expectations of student behaviour, dealing promptly with conflict and incidents in line with the school's behaviour policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/ carers, and other external agencies as appropriate.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Provide administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

**Audenshaw School Safeguarding Statement: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



### **Support for the Curriculum:**

- Undertake structured and agreed learning activities, adjusting activities according to student responses.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use resources required to meet the lesson plans relevant learning activity and assist students in their use.

### **Support for the School:**

- If necessary, be available at Parents' Evenings, other school events to communicate with parents/ carers who have limited English skills.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/ aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- Participate in a programme of professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

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This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 24/03/2023

Name of post holder:

Signature of post holder: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date:

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