

JOB DESCRIPTION

Job Title: English as an Additional Language (EAL) Learning Support Assistant

Line Manager: Director of Languages / EAL coordinator

Key responsibilities

- To support the department in the promotion of bilingualism, building on what students already know and to help aid their integration into the UK by way of both communicative as well as academic English.
- To keep abreast of issues relating to EAL provision
- To support the EAL coordinator in the gathering of data for EAL students and to be able to use this data in order to plan support for the students
- To keep records of students' learning and progress and use this information alongside the teacher to recognise achievement and to assist the students in setting targets for further improvement in learning and behaviour
- To support the vision, ethos, and policies of City Heights and promote high levels of achievement
- To work alongside the teachers and to use their own initiative to enthuse and support students' learning
- To lead by example to inspire and motivate students and to act as a role model and set high but realistic expectations of behaviour and achievement
- To plan for and make resources for students to support their learning
- To be able to discuss observations of students' work and assist the teachers in planning for the development of their learning
- To keep records of students' learning and progress and use this information alongside the teacher to recognise achievement and to assist the students in setting targets for further improvement in learning and behaviour
- To write reports as required
- To assist the Director of Languages / EAL coordinator in the CPD training of staff in EAL
- To liaise with parents/carers/professionals as needed relating to the progress of students
- To attend parents' evenings as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend and participate in regular workshops
- To carry out duties as required

English as an Additional Language (EAL)

Learning Support Assistant PERSON SPECIFICATION

	Essential	Desirable
Educational Qualifications		
GCSE grade C or equivalent in literacy and numeracy	✓	
Evidence of and commitment to continuing professional development	✓	
Knowledge		
Previous relevant experience	✓	
Knowledge of national curriculum expectations		✓
Understanding of principles of child development and learning processes	✓	
Effective use of ICT to support learning	✓	
Experience of mentoring or cover supervision		✓
Willingness to learn		✓
Knowledge of another language		✓
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Stakeholder Engagement	<input type="checkbox"/>	
Ability to work with students to ensure their views and opinions are heard	✓	
Evidence of working effectively with members of the local community		✓
Personal qualities		
Resilience, the ability to work under pressure and be able to meet deadlines	✓	
Ability to be flexible and to use initiative	✓	
Excellent communication skills (including written, oral and presentation skills)	✓	
Excellent interpersonal skills	✓	

Secure record of good attendance and punctuality	✓	
A commitment to E-ACT's vision, values, aims and the objectives of its academies programme	✓	