



# ASHFOLD SCHOOL



## Candidate Brochure

English as an Additional Language (EAL)  
Teacher



## Candidate Brief: EAL Teacher

**Employer:** Ashfold School Trust Limited

**Background:** Ashfold School is a co-educational Preparatory school for 7-13 year olds with a Pre Prep department for 3-6 year olds.

**Line Manager:** SENDCo

### Job Purpose:

To support children who have English as an additional language to transition into the school.  
To support and encourage parent participation and communication.  
To support the form teachers in helping the child progress with their use of and understanding of English.  
For beginner students, assist them in gaining confidence so they can practice basic and classroom vocabulary.  
For the more advanced students, support their development of language both orally and in written form – constructing written pieces, grammar, editing skills and vocabulary development.

### Job Description:

#### Main Areas of Responsibility

Your role will include:

- To supervise, provide and develop particular support for identified students, in 1:1, group or whole class situations, ensuring their safety and access to learning.
- To assist in the development of appropriate resources, schemes of work and teaching strategies, working with the SENDCo to ensure the provision supports each identified student's learning needs.
- To track the impact of EAL programmes on students identified with little or no English.
- To monitor EAL student progress.
- To assist in evaluating identified students' progress through agreed assessment activities.
- To provide detailed and regular feedback on students' achievement, progress and needs.
- To develop and lead small group sessions and interventions, as appropriate.
- To support with behaviour management, using appropriate strategies in line with Ashfold School policy.
- To contribute to creating a purposeful and supportive learning environment.
- To undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.
- To establish good relationships with the children, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all children.



# ASHFOLD SCHOOL

- To be aware of and support difference, and ensure all students have equal access to opportunities to learn and develop.
- To encourage students to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations, promoting self-esteem and independence.
- To undertake pupil record keeping as requested.
- To establish and maintain positive relationships with parents/carers, gathering and reporting information as needed – to be directed by the SENDCo.
- To ensure the effective/efficient deployment of resources as appropriate.
- To attend relevant meetings as required.
- To accompany teaching staff and students on visits, trips and off-site activities as required.

## Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular with the DSL and SENDCo.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

**This role profile is not exhaustive and it will be subject to periodic review.**

## Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.





## Person Specification

The following person specification indicates those areas of skills, personal characteristics and experience that are essential or desirable in the candidates being interviewed.

Qualifications and Training	Essential	Desirable
Educated to degree level or equivalent		✓
A TEFL teaching qualification	✓	
<b>Experience</b>		
Experience of working directly with young people in an education or training environment, supporting the learning of students	✓	
Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels		✓
Experience of managing and being responsible for own workload		✓
An understanding of, and commitment to, the prep school ethos		✓
<b>Personal Skills</b>		
Exceptional inter-personal and organisational skills	✓	
Patience, kindness and flexibility	✓	
Understanding of best practice in teaching and learning strategies to meet specific needs	✓	
Systematic approach to tasks and with attention to detail and the ability to adjust tasks according to need.	✓	
Understanding and empathy towards pupils with additional learning needs	✓	
Ability to interest, encourage, motivate and engage children	✓	
Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.	✓	
Ability to maintain confidentiality; having tact and diplomacy where necessary	✓	
<b>Communication Skills</b>		
Good interpersonal and communication skills, with an excellent standard of written and spoken English	✓	
Ability to liaise effectively with teaching staff on a daily basis or during department meetings	✓	
Friendly, approachable and with the ability to develop good relations with children, staff and the wider school community	✓	



# ASHFOLD SCHOOL

## Terms and Conditions

- This is a permanent appointment whereby the appointed candidate would be self-employed.
- The role attracts a salary of £20-25 per hour, with the expectation of a minimum of 3 hours per week, although this may be flexible according to need.
- Free School meals and refreshments are provided on School and INSET days.
- Free on-site car parking.
- The School hosts various staff social events throughout the year.





## The School

Founded in 1927, Ashfold is a leading independent prep school for approximately 300 boys and girls aged 3 – 13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside, close to Thame. The School is a charitable trust managed by a board of Governors.

Ashfold offers an excellent all-round education and a wealth of opportunities to excel both in the classroom and beyond. We encourage and celebrate participation in sport and the arts, including art and design technology, drama and music as well as a wide variety of extra-curricular activities enabling every child to develop their individual strengths, talents and interests and discover new ones.

The school week runs from Monday to Friday and there is no Saturday school. We offer optional boarding which is extremely popular, with most pupils staying one or two nights a week and taking full advantage of our exceptional range of evening activities. Applicants should bear in mind that all academic staff are expected to contribute to the extra-curricular life of the School as well as teaching in the classroom.

Ashfold is non-selective at the point of pupil entry and follows a broad and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. Most pupils remain at the School to the end of Form 6/Year 8. A small number leave at age 11 to go to local grammar schools.

Pupils move on to a wide range of leading independent day and boarding senior schools at 13+ including: Abingdon; Bloxham; Bradfield; Headington; Magdalen College School; Oundle; Oxford High; Radley; Rugby; Rye St Anthony; St Edward's, Oxford; St Helen and St Katharine; Stowe; Tudor Hall; Uppingham; and Wellington College. Many of our children win scholarships or awards to their senior schools.

Ashfold has been awarded 'EXCELLENT' in all categories by the Independent Schools Inspectorate (ISI) following our recent Compliance & Educational Quality Inspection.

A double "excellent" is the highest possible outcome for a school during a full Focused Compliance & Educational Quality Inspection.

Inspectors stated that the school was:

- **excellent**, both for the quality of pupils' academic and other achievements, and
- **excellent**, for the quality of pupils' personal development.

Further information can be found at [Latest report marks us 'excellent' - Ashfold School](#).



## Applications

Those wishing to be considered for the post should download an application form from the “vacancies” page of the school website [www.ashfoldschool.co.uk](http://www.ashfoldschool.co.uk) . Completed applications should be emailed to the HR Department [HR@ashfoldschool.co.uk](mailto:HR@ashfoldschool.co.uk), or posted to:

HR  
Ashfold School  
Dorton, Buckinghamshire  
HP18 9NG

Applications not submitted on the Ashfold Application Form, or applications not completed in full, will not be considered.

Please note the post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are ‘spent’ unless they are ‘protected’ under the DBS filtering rules) in order to assess their suitability to work with children.

The closing date for applications is 12.00pm on Wednesday 5 June 2024.

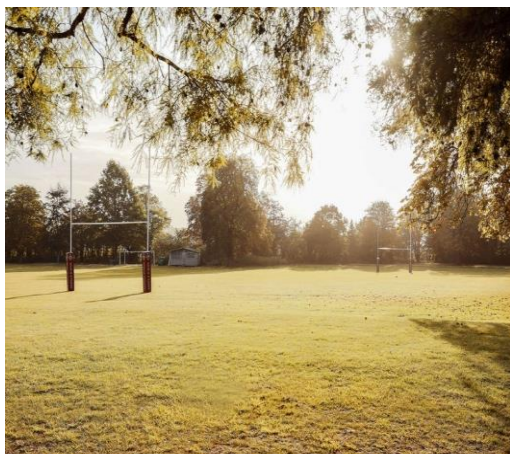
## Interviews:

Shortlisted candidates will be invited for an interview the week commencing Monday 10 June 2024.

Ashfold School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications.

Ashfold is committed to the protections and safety of its children and the successful candidate will be subject to an enhanced DBS check.

If you would like to discuss any aspect of the post in greater detail, please contact the HR team on 01844 238237 or email [hr@ashfoldschool.co.uk](mailto:hr@ashfoldschool.co.uk).





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