



The Ellen Wilkinson School  
For Girls

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## English as an Additional Language LSA

RECRUITMENT INFORMATION

A Specialist College for  
Science & Mathematics







## Background

**T**he Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m<sup>2</sup> site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

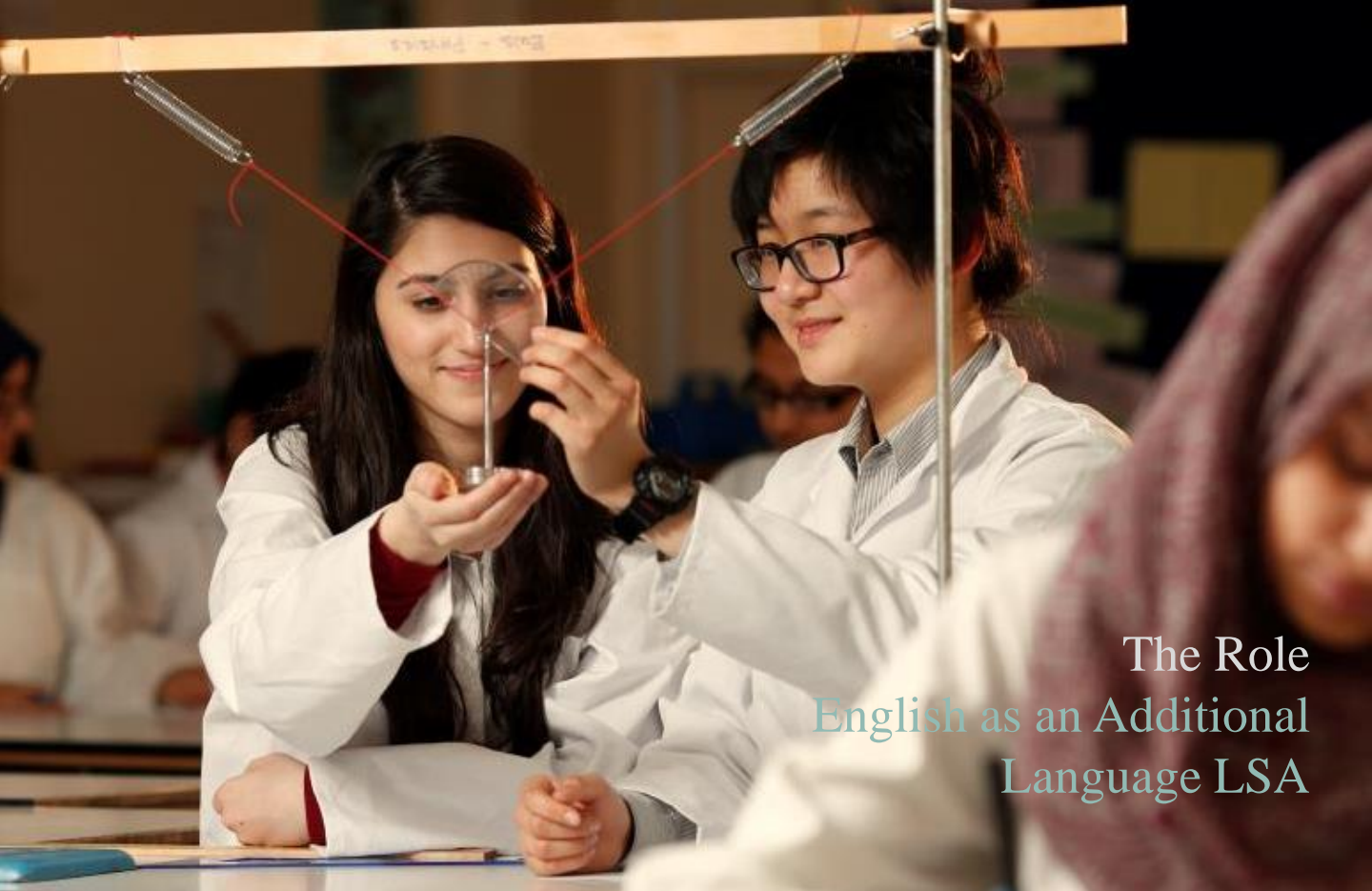
We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.







## The Role English as an Additional Language LSA

<b><u>Post Title</u></b>	:	<b>English as an Additional Language (EAL) Learning Support Assistant</b>
<b><u>Report to</u></b>	:	<b>Under the direction of the EAL Co-ordinator</b>
<b><u>Salary</u></b>	:	<b>NJC Scale Point 3 (approximately £14,500 per annum Inclusive of allowances)</b>
<b><u>Hours:</u></b>	:	<b>5 days per week (32.5 hours per week), term time only, 39 weeks per year (195 days)</b>
<b><u>Closing Date</u></b>	:	

The post has a probationary period of six months

### **Main Purpose of the Post**

To support the learning needs of identified EAL pupils, in the context of the school community, class, small groups and on school visits.

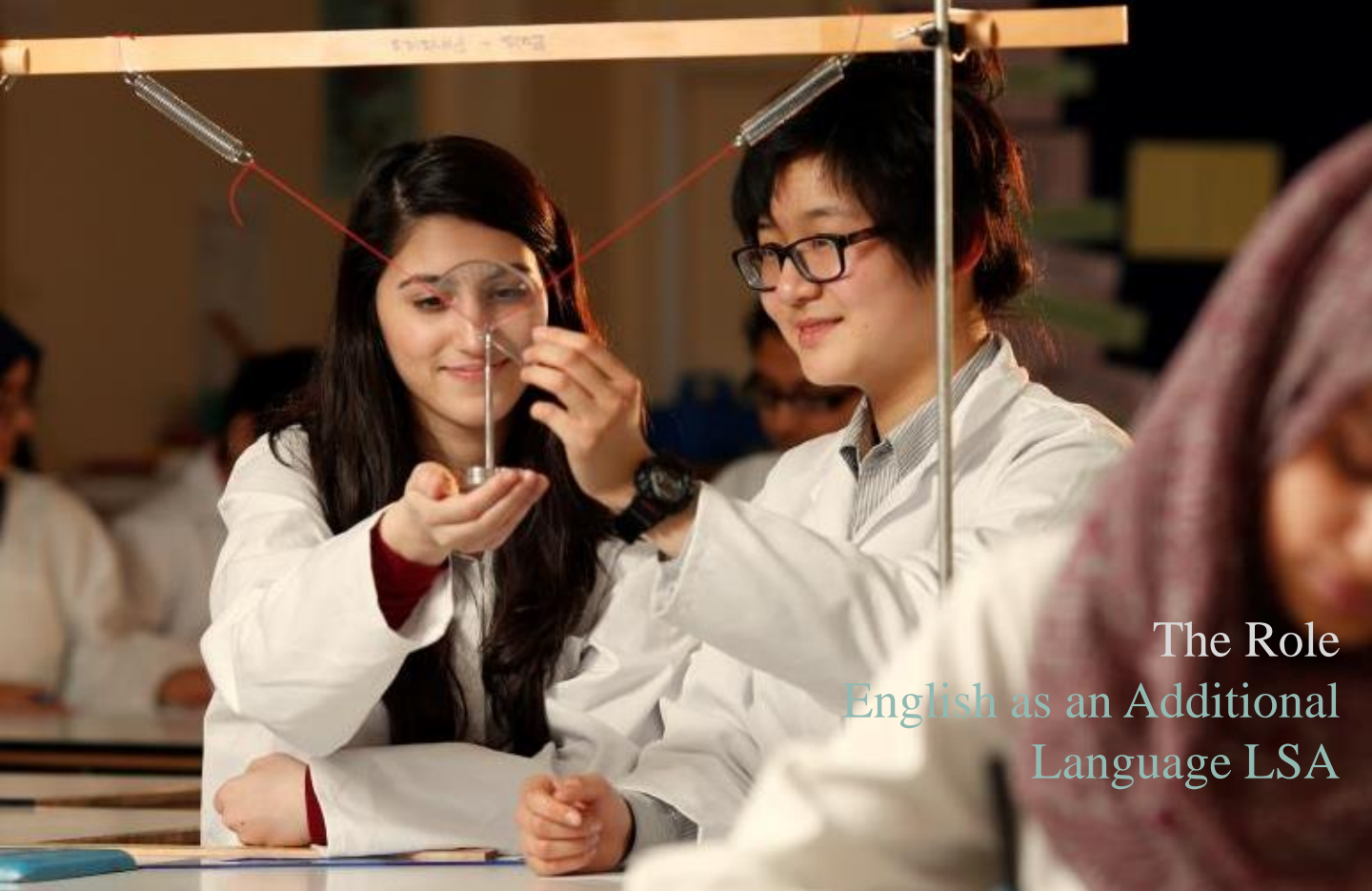
### **Duties and Responsibilities**

Facilitate and contribute to the pupils' learning and to help pupils access the curriculum in mainstream lessons by:

- Clarifying and explaining classroom instructions
- Helping pupils to access tasks
- Being aware of the particular linguistic and cultural needs of targeted pupils.

Be familiar with the individual needs of EAL pupils and the targets and strategies that need to be implemented.

Under the direction of the EAL co-ordinator, class/subject teacher, to liaise with parents/carers and agencies involved in the supporting of the pupils.



## The Role English as an Additional Language LSA

Under the direction of the EAL Co-ordinator and subject teacher exchange and review information on the day to day learning of pupils.

Attend meetings concerning individual pupils as advised.

Participate in the preparation and presentation of formal and informal interviews and to contribute verbally to discussions.

To support pupils throughout the school day including at break, lunchtime and after school.

To participate in various duties (within the total hours) to enhance pupils opportunities for development throughout the day (e.g. in school clubs, on visits and outings).

To assist with exam invigilation as necessary

### **General Assistance to Teachers and Other School Staff**

Adapt teaching materials to individual pupils' needs.

Contribute to the wider learning and teaching environment in the absence of targeted pupils, as an interim measure.

Contribute to the implementation of school procedures and relevant school policies.

Carry out other tasks of a similar nature as directed by the EAL Co-ordinator.

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).



## The Person Specification

### **Essential Requirements**

#### **Knowledge, Skills, Abilities:**

- Ability to work in collaboration with others, as a member of a team both within the classroom and as part of the whole school team.
- Ability to supervise and support EAL pupils of all ages across the full range of additional language acquisition.
- To communicate effectively both verbally and in writing, with colleagues, parents/carers and other agencies in order to carry out the tasks as directed by the teacher.
- To be numerate and literate in order to carry out the written and numeric aspects of the post, both with regards to the curriculum and other tasks as directed by the teacher.
- To be aware of the need for confidentiality concerning issues linked to home/pupil/teacher and school and to keep confidences appropriately.
- Ability, with training, to develop skills to meet the needs of pupils in various settings.
- Ability to make assessments by observing children and feed these back to the teacher.
- Ability to work without close supervision.

#### **Education and Experience**

- Education to at least GCSE level (or equivalent) and the ability to model native speaker standard English both orally and in writing.
- Experience of working with children and young people in a voluntary or work capacity in a multi-cultural setting.

#### **Personal Qualities**

- Ability to demonstrate an excellent record of punctuality and attendance.

**This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.**

**The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.**

**Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment**





Living and working in Ealing

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### Transport

**Tube:** The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

**Rail:** First Great Western trains from Ealing Broadway and West Ealing to Paddington take just 10 to 15 minutes, with the Heathrow Connect service getting you to the airport in less than 30 minutes.

**Bus:** Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 83 (to Golders Green) and 297 (to Willesden).

**Cycle:** Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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### Culture and Amenities

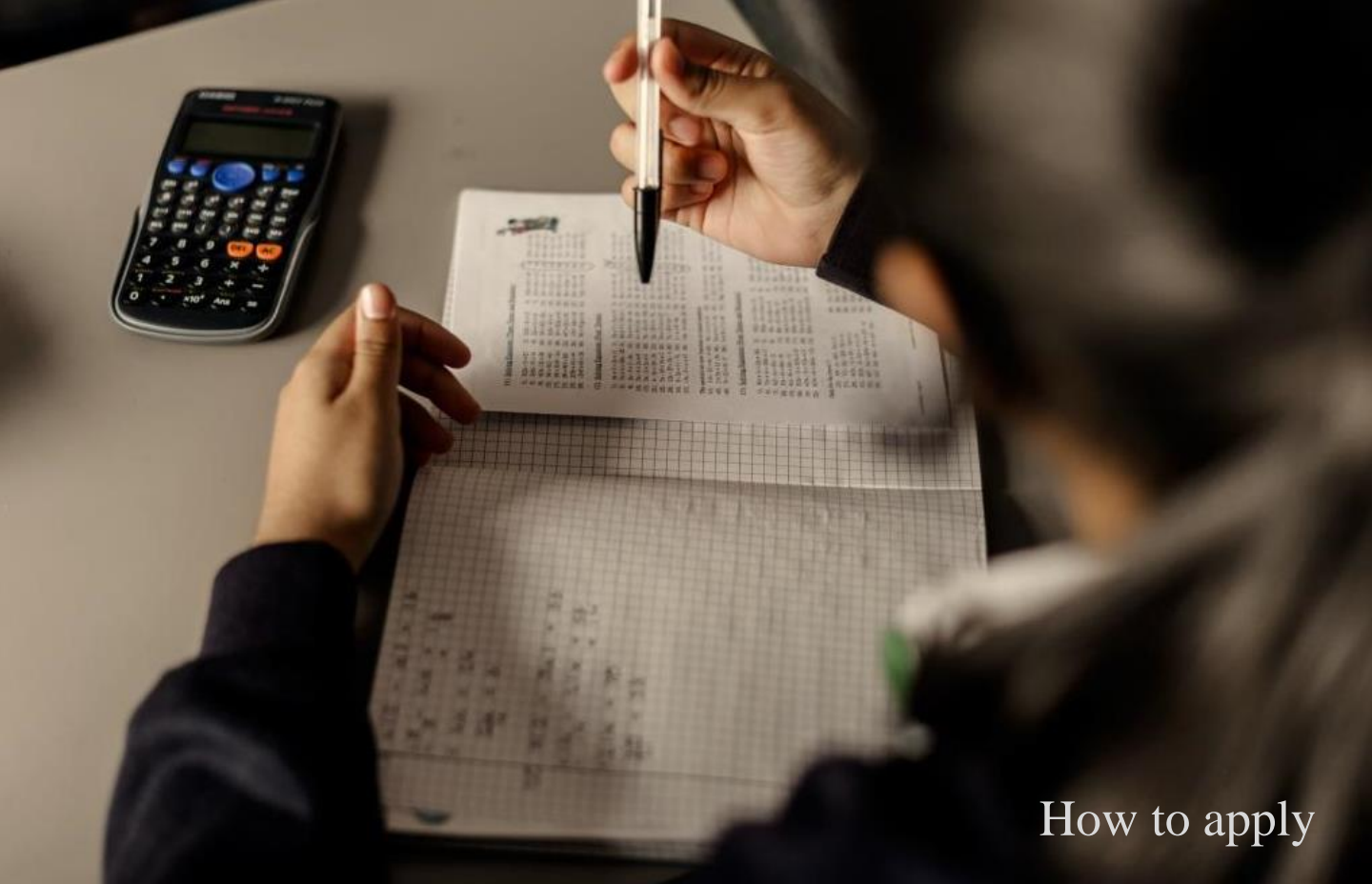
Popular restaurants and bars include The Grapevine, The Grange, and Charlotte's Place, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



## How to apply

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he Ellen Wilkinson School for Girls seeks to appoint a English as an Additional Language Learning Support Assistant to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on Friday 23<sup>rd</sup> June 2017 at 12 noon. We will contact shortlisted applicants only.

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

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to Ms Rupinder Sangha, HR Advisor, via email, in the post or in person at:

**Ms R Sangha**  
**HR Advisor**  
**The Ellen Wilkinson School for Girls**  
**Queens Drive**  
**West Acton**  
**London**  
**W3 0HW**

[office@ellenwilkinson.ealing.sch.uk](mailto:office@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/vacancies](http://www.ellenwilkinson.ealing.sch.uk/vacancies)





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Queens Drive, London W3 0HW  
0208 752 1525 | [www.ellenwilkinson.ealing.sch.uk](http://www.ellenwilkinson.ealing.sch.uk)





The Ellen Wilkinson School  
For Girls

Inspiring

Passionate

Nurturing

Successful

Creative

A Specialist College for  
Science and Mathematics

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results by a way of:

- A Progress 8 Score of 0.41
- An Attainment 8 of B-
- Value Added Score within the Top 7% in the country (Top 100 non-selective schools nationally)

## English as an Additional Language Learning Support Assistant

32.5 hours per week , Term time only (39 weeks per year)

Salary: NJC Scale 3 (approx £14,500 per annum inclusive of allowances)

This post has a probationary period of six months

An exciting opportunity has arisen for a English as an Additional Language Learning Support Assistant within our school. We are looking for a well-qualified, motivated and experienced individual to take on this rewarding and fulfilling role.

We would like to hear from you if you have recent experience working within a Secondary school setting. You will need to have the skills to meet the range of needs of our pupils and ensure that your input makes a difference to their confidence, progress and achievement in school. You must be a pleasant and willing individual with the ability to remain calm and cheerful under pressure.

**Closing Date for the post is Friday 23<sup>rd</sup> June 2017 at 12 noon.**

Recruitment Pack and Application Forms can be obtained from [www.ellenwilkinson.ealing.sch.uk/vacancies](http://www.ellenwilkinson.ealing.sch.uk/vacancies)

Our school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.