



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
recruitment@bluecoatschool.com

## Job Description

### **EAL (English as an additional language) Support Assistant**

#### **Job Purpose:**

To assist in the support and inclusion of children with English as an Additional Language, under the leadership of the Senior Assistant Headteacher (Inclusion), SENDCo and Assistant SENDCo.

The postholder will work with a range of EAL students to enable them to access the curriculum and make good progress.

#### **Terms and Conditions:**

- Support Staff Pay Scale Grade 3
- Actual Salary: £16,702 - £17,725 pro rata per annum
- Full time equivalent salary: £18,933 - £20,092
- 39 weeks (TTO + 5 days)
- Permanent, Full time

#### **Main Duties and Responsibilities**

- To support EAL learners in order to help them access the curriculum and make good progress;
- To mentor a specific group of designated students, meeting with them, setting targets and reviewing these targets;
- Support students with specific identified EAL needs or barriers to learning, working with other key staff, to ensure appropriate strategies are being used in class;
- To provide a small number of weekly bespoke targeted interventions for identified students as per the Assess, Plan, Do, Review model, setting targets and measuring impact using agreed procedures;
- To communicate to teaching members of staff matters which arise in the mentoring and support of the key identified students;
- Provide flexible, bespoke support for students in and out of the classroom;
- Create resources to support students, and provide strategies and feedback to staff;
- Liaise with parents of key students to ensure good communication between school and home;
- Keep key documents and records for key students updated, such as 'Student Passports';
- Engage in relevant CPD in order to raise knowledge, skills and understanding of EAL issues.

Headteacher  
Mrs V Shelley

Deputy Headteacher  
Mrs L Henden

  
Inspire Education Trust  
Together we achieve, individually we grow

bluecoatschool.com



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## Other Duties

- Supervise students on Supported Study periods in the Hub Inclusion area as directed, ensuring they have appropriate work set and are completing studies to the correct standard;
- Be able to supervise students during social time in a designated space as directed; be proactive in providing activities or structure to engage students during this time;
- Escort and supervise students where required, such as supporting students at the start of lessons, or supervising medical students in the canteen;
- Advise the SENDCo, ASENDCo and SAHT on matters relating to EAL students;
- Work with teaching staff to plan, review or develop resources for students;
- Represent Inclusion when required in curriculum or pastoral meetings;
- Advocate for students with EAL;
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice.

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Responsible to: SENDCo / Assistant SENDCo

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the EAL Support Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Senior Assistant Headteacher (Inclusion).*



## PERSON SPECIFICATION

- The post holder will actively support and work towards the stated Aims and Objectives of this Church of England School
- The post holder is expected to make a significant contribution to the learning and personal development of students within the school

	ESSENTIAL	DESIRABLE
<b>EDUCATIONAL ACHIEVEMENTS</b>	<p>Five GCSEs Grade C/6 and above or their equivalent including English and Mathematics</p> <p>An excellent standard of both written and oral English</p> <p>Willingness to undertake further relevant training</p>	<p>Higher qualifications or relevant qualifications at A level or above</p> <p>First Aid Qualification (or willing to be trained)</p>
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>Knowledge and understanding of EAL</p> <p>A good understanding of the needs and characteristics of students across the age range 11-19</p> <p>Recent experience of working with adults or young people with EAL, either in a school setting, as a parent, or involvement in voluntary work</p> <p>Knowledge and understanding of child development and the way children learn</p> <p>An awareness of, and sympathetic approach towards the difficulties likely to be faced by children with EAL</p> <p>An understanding of equal opportunity issues and an awareness of what this involves</p> <p>Experience of communication with a range of individuals, including parents/carers and outside agencies</p>	<p>Experience of working within in a school or educational environment</p> <p>An understanding of the roles played by various adults in a student's education</p> <p>SIMS knowledge</p> <p>Knowledge of education initiatives</p> <p>Experience of working with small groups in a tuition or intervention setting</p>



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	Experience of using a range of computer packages including Microsoft Office	
<b>SKILLS AND ABILITIES</b>	<p>Ability to work with SENDCO, the SEND team and other professional staff to support learners with EAL to help them access the curriculum and make good progress</p> <p>The ability to assist students on an individual basis but also work as part of a team</p> <p>Ability to work in a challenging environment and work under pressure and handle situations with patience and sensitivity</p> <p>Excellent communication skills and the ability to relate to students, teachers and parents and maintain strong professional relationships</p> <p>Ability to maintain confidentiality at all times</p> <p>Ability to relate sensitively to students and to contribute to a team approach to meet students' needs</p> <p>Ability to assimilate information</p>	
<b>UNDERSTANDING</b>	Full understanding of child protection and Keeping Children Safe in Education	Understanding of how to apply successful support and inclusion to children with EAL
<b>PERSONAL QUALITIES</b>	Committed to safeguarding and promoting the welfare of children and young people and to recognise the importance of confidentiality	Confidence to forge effective relationships with pupils and colleagues



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	<p>Able and willing to establish good professional relationships and commitment to teamwork</p> <p>Self-motivated and able to work on own initiative with guidance, but under limited supervision</p> <p>Able to generate a positive approach to learning for all students</p>	
<b>PROFESSIONAL DEVELOPMENT TRAINING</b>	<p>A willingness to undertake Induction and training programme.</p> <p>Willing to participate in further appropriate professional development</p>	Positive approach to own continuous personal professional development and training

<b>CORE COMPETENCIES</b>	<b>E/D</b>
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way, which abides to the school values of <b>Care, Hard Work, Respect, Integrity, Servanthood</b> and working <b>Together</b>	E
Embraces the vision “Living life in all its fullness” and devotedly helps all students achieve this	E

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.