



## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### JOB DESCRIPTION

<b>Job Title:</b>	Specialist Support Assistant - EAL		
<b>Reports to:</b>	SENDSCO	<b>Grade:</b>	S2 (SCP 3-4)
<b>Staff Responsibility for:</b>	As assigned	<b>Salary:</b>	£18,056 - £18,426 FTE
<b>Additional:</b>	-	<b>Term:</b>	Permanent Full Time – 37 hours Term Time Plus 2 Weeks

#### JOB PURPOSE SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

##### 1. Supporting EAL students' personalised learning

- Support students' learning across the curriculum, tailoring support to match learner's needs.
- To support students to become independent, co-operative and collaborative learners.
- Support students' access to learning through the effective use of ICT.
- Contribute to assessing students' progress and support them in reviewing their own learning.
- Identify and remove barriers to students' learning.
- Adapt and customise curriculum materials.
  - Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
  - Support student access to the curriculum by differentiating learning activities where appropriate.
  - Support the student as part of a planned inclusion programme and provide intervention strategies and programmes as requested.
  - Provide feedback to the student on their progress, achievement and attainment.
  - Deliver intervention and support strategies for specific students as directed by the SENDCo.
  - If needed, support students with SEND as directed by the SENDCo.

##### 2. Support for teachers

- Provide advice and support to teachers and other support staff as to the most effective methods of support for pupils with EAL needs.
- Attend specific training as and when required or requested by the SENDCO.
- Assist in student supervision and management of student behaviour, in line with school procedures.
- Report on student achievement, progress and issues in a suitable format.
- Administer and contribute to the invigilation of examinations as required.

### **3. Support for the school**

- a. Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- b. Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection.
- c. Assist in providing an atmosphere in which effective learning can take place.
- d. Support the promotion of positive relationships with parents and outside agencies.
- e. Work within school policies and procedures.
- f. Attend and participate in individual and team meetings as required.
- g. Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- h. Accompany teaching staff and students on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher.
- i. Assist with the supervision of students out of lesson time.
- j. Work as part of a team and support the role of other people in the team.

### **4. Other responsibilities**

- a. Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- b. Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- c. Contribute to the wider life of the Trust and the Star community.
- d. Carry out any such duties as may be reasonably required by the Trust.

### **5. Records management**

- a. All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with the Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Contract'.



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### Person Specification

<b>Job Title:</b>	Specialist Support Assistant - EAL		
<b>Reports to:</b>	SENCO	<b>Grade:</b>	S2 (SCP 3-4)
<b>Staff Responsibility for:</b>	As assigned	<b>Salary:</b>	£18,056 - £18,426 FTE
<b>Additional:</b>	-	<b>Term:</b>	Permanent Full Time – 37 hours Term Time Plus 2 weeks

			<b>Assessed by:</b>	
<b>No</b>	<b>CATEGORIES</b>	<b>Essential/ Desirable</b>	<b>App Form</b>	<b>Interview /Task</b>
<b>QUALIFICATIONS</b>				
1.	NVQ Level 3 Teaching Assistant or equivalent	<b>D</b>	✓	
2.	GCSE in English and Maths at grades 'C' and above	<b>E</b>	✓	
3.	CPD Record	<b>E</b>	✓	
<b>EXPERIENCE</b>				
4.	Working with students in a school setting.	<b>E</b>	✓	✓
5.	Contributing to development, monitoring and review of IEPs.	<b>D</b>	✓	✓
6.	Working within a secondary school.	<b>E</b>	✓	✓
7.	Supporting students who have specific difficulties	<b>D</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
8.	Ability to maintain positive relationships with students and other adults.	<b>E</b>	✓	✓
9.	Ability to work effectively within a team.	<b>E</b>	✓	✓
10.	Effective classroom and behaviour management skills.	<b>E</b>	✓	✓
11.	Ability to communicate effectively in community languages.	<b>D</b>	✓	✓
12.	Knowledge of strategies to support students with visual and/or hearing impairment(s).	<b>D</b>	✓	✓
13.	Good ICT skills for word-processing and use of learning software, including online resources.	<b>E</b>	✓	✓

14.	Knowledge of the secondary curriculum.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
15.	A passionate belief in the school's mission statement.	E	✓	✓
16.	A strong belief in the value of education in developing citizens.	E	✓	✓
17.	Highest levels of professional and personal integrity.	E	✓	✓
18.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
19.	Personal resilience, persistence and perseverance.	E	✓	✓
20.	Commitment to undertaking additional training where required.	E	✓	✓
21.	Sympathetic to and supportive of the Muslim faith, ethos and designation of the school.	E	✓	✓