



THE ELLEN WILKINSON SCHOOL  
— FOR GIRLS —

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## LEARNING SUPPORT ASSISTANT – ENGLISH AS AN ADDITIONAL LANGUAGE

RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR  
SCIENCE & MATHEMATICS







## BACKGROUND

The 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 OF A LEARNING SUPPORT ASSISTANT - EAL

**Post Title:** Learning Support Assistant – EAL (English as an Additional Language)

**Report to:** EAL Coordinator

**Scale:** Grade 3 Scale 5 – (approximately £14,370.31 per annum inclusive of London Weighting and Ealing Supplement Allowance)

**Hours:** Term time only: 39 weeks per year i.e 195 student term days, 21 hrs per week (3 days per week)

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**

*To carry out duties at all times with due regard to the principles of equality.*

1. 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
2. Be familiar with the individual needs of EAL pupils, the targets and strategies that need to be implemented to promote their learning
3. 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 OF A LEARNING SUPPORT ASSISTANT - EAL

4. Under the direction of the EAL Co-ordinator and subject teacher exchange and review information on the day to day learning of pupils
5. Participate in any informal or formal meetings regarding EAL pupils as necessary
6. Support pupils throughout the school day including at break, lunchtime and after school
8. 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)
9. Assist with exam invigilation as necessary

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

10. Adapt teaching materials to individual pupils' needs
11. Contribute to the wider learning and teaching environment in the absence of targeted pupils, as an interim measure
12. Contribute to the implementation of school procedures and relevant school policies
13. Carry out other tasks of a similar nature as directed by the EAL Co-ordinator
14. 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)

**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**





# 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





## 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: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) 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 Meadow Restaurant, 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 **Learning Support Assistant - EAL** to contribute towards the vision and effectiveness of a dedicated and successful school.

We welcome students from around the world, including those from Arabic-speaking countries, Iran, Afghanistan, and Ukraine. We are also located in the heart of the Japanese community in Ealing. Therefore, the new learning support assistant should be fluent in English and any of the languages spoken by our students.

Applications should be submitted to the office, via email, in the post or in person at:

**HR Administrator**  
**The Ellen Wilkinson School for Girls**  
**Queens Drive**  
**London**  
**W3 0HW**

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

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)

Closing date for applications is on **Thursday 20<sup>th</sup> June 2024 at 12 noon.**

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.





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QUEENS DRIVE, LONDON W3 0HW  
0208 752 1525 | [WWW.ELLENWILKINSON.EALING.SCH.UK](http://WWW.ELLENWILKINSON.EALING.SCH.UK)





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 including a  
Progress 8 of +0.7

## LEARNING SUPPORT ASSISTANT – ENGLISH AS AN ADDITIONAL LANGUAGE

**Grade 3 Scale 5 – Approximately £14,370.31 per annum inclusive of allowances**

**Term time only, 39 weeks per year i.e 195 student term days, 21 hrs per week (3 days per week)**

**The post has a probationary period of six months**

We are seeking to recruit an outstanding and motivated Learning Support Assistant – EAL to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement
- Can contribute their bilingualism to the learning of our pupils

**The Closing Date for the post is Thursday 20<sup>th</sup> June 2024 at 12 Noon.**

Recruitment Pack and Application Forms can be obtained from

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)

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