

Job Description

Job Title: EAL Learning Support Assistant

Location: Kingsley Academy

Hours of work: 37 hours per week, 39 weeks per year

Reports to: SLT

Purpose of the Role:

To provide an efficient and high quality support service to all students at the academy and champion teaching strategies for students with EAL needs. You will deliver small group intervention and also support students in lessons which will be vitally important to our outcomes and achievement at all levels.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Principal Accountabilities

- To promote the inclusion of all students.
- To support the development of basic skills and language proficiency with students with EAL.
- In liaison with the class teacher to work with students to target identified needs with their language development
- To provide practical support in the classroom and deliver small group intervention for students who have English as an additional language, supporting them to achieve their potential.
- To work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels
- To promote whole school strategies to support students with EAL.

Duties

- To develop an understanding of the language needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's language and learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SLT as required.
- Assist in the implementation and tracking of student targets.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academy's Behaviour policy.

- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings
- To devise and develop whole school strategies to support students with EAL.
- To lead and champion whole school strategies to support students with EAL.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE English & Maths Grade A* - C or equivalent 	Degree or equivalent
Knowledge / Experience	Specific knowledge / experience required for the role	<ul style="list-style-type: none"> Experience of basic administrative and clerical process and procedures Working with young people with EAL Working with students with additional language needs Numeracy – Basic level numerical experience Technology – Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, Outlook, SIMS 	Experience of working with young people
Skills	Responsibility	<ul style="list-style-type: none"> Confidentiality – Comprehensive understanding of confidentiality issues within a school environment 	
	General	<ul style="list-style-type: none"> Equalities – A commitment to and understanding of equal opportunities and the ability to implement this across all areas of 	

		<p>work. To understand and support the differences in people.</p> <ul style="list-style-type: none"> • Health & Safety – An understanding of Health and Safety in the workplace and how this applies • Continuous Professional Development – Commitment to increasing own learning and development 	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • N/A 	
	Working with others	<p>Relationships – Experience of forming appropriate and productive relationships with students, staff and parents</p> <p>Teamwork – Proven experience of effective team and independent working</p>	<p>Ability to establish and maintain good working relationships with external agencies and partners.</p>
	Communication	<p>Written – Ability to record basic information and undertake written tasks as required</p> <p>Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone</p>	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • A positive ‘can do’ attitude <p>A relentless drive for improving the outcomes of students</p>	



	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	