



The Inclusion Department at The Sacred Heart Language College

The Inclusion Department helps students succeed by providing additional help tailored to their individual needs. High quality resources and support enable EAL and SEND students to achieve their potential and develop their wellbeing and confidence. The department plays an important role within the school ethos of promoting equity, tolerance, and diversity within our community.

Aims of the Department:

- To ensure that all students with SEND (communication, learning, physical or emotional) have their needs met through a rigorous programme of identification, assessment, planning and support so that they make good progress relevant to their starting points.
- To develop students' confidence, independent learning skills and wellbeing.

Organisation:

- The department comprises an Assistant Headteacher – Inclusion, an Inclusion Teacher, Learning Support Assistants, Graduate Interns and a Learning Mentor. We work collaboratively in a supportive environment.
- We are based in four, well-resourced rooms equipped with computers and an interactive whiteboard. We have a wide variety of books and resources to facilitate effective SEN support and teaching. Information and resources are shared on our online platforms Teams and Sharepoint.
- The department works closely with external agencies, advisory teachers and parents to ensure students' needs are fully met.
- We liaise with teachers to provide effective in-class support and develop differentiated resources.
- We run clubs include reading, numeracy, literacy and social skills as well as providing additional Maths, English and curriculum support in small groups and 1:1.



**The Sacred Heart Language
College**
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Wealdstone, Harrow,
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**Blessed Holy Family
Catholic Academy Trust**

**GRADUATE INTERN
FOR PUPILS WITH ENGLISH AS AN ADDITIONAL LANGUAGE
(1 Year Fixed Term Contract)**

JOB DESCRIPTION

This post is subject to the contract of employment between a Graduate Intern and the Governing Body of The Sacred Heart Language College. The postholder must have regard to the Catholic character of the School and be committed to supporting and upholding it.

PURPOSE OF POST

We are looking to appoint a graduate intern to work with pupils both in the mainstream classroom and to provide more focused 1:1 and small group intervention for pupils with English as an additional language (EAL). Whilst experience of working with young people in an education setting would be an advantage, we will welcome applications from highly qualified and strongly motivated candidates, particularly those wishing to gain experience in school before embarking on teacher training. We will provide training and support to enable you to play a vital role in helping our pupils achieve success, whilst developing your own career prospects.

TASKS, DUTIES, RESPONSIBILITIES

A. Support for Pupils

- Supervise and provide support for pupils, including those with English as an additional language and Special Educational Needs and Disabilities, ensuring their safety and access to learning activities.
- Deliver 1:1 and small group intervention programmes in a core subject under the guidance of the EAL lead teacher and/or Head of Inclusion.
- Provide pastoral support as a key worker.
- Set challenging expectations and promote self-esteem and independence
- Provide feedback to the pupils in relation to progress and achievement under guidance of the EAL lead.

B. Support for the Teacher

- Liaise effectively with the EAL lead and teachers to plan learning activities
- Enable pupils to understand instructions, explanations and tasks, developing support materials as required.
- Use strategies and resources, in liaison with the EAL lead and teachers, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record and report achievement/progress as directed
- Establish constructive relationships with parents/carers

C. Support for the Curriculum

- Work with a core department to develop and adapt resources and assessments to meet the needs of pupils with EAL and SEND.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

D. Support for the School

- Appreciate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Assist with the creation of display material to promote a positive learning environment.
- Assist with the update of accurate information regarding pupils' with EAL and SEND.
- Attend and participate in relevant meetings as required, including attending department meetings
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Act as a reader / scribe for exams in line with the access arrangements policy.



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