



An All-through Co-operative School

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	EAL Higher Level Teaching Assistant (fixed term contract to July 2017 in the first instance)
<b>GRADE:</b>	Scale 5, point 22 - 25 (£20,456 - £22,434 pro rata) plus London Weighting (£1,830 pro rata) - circa £19,576 - £21,313 (inclusive of London Weighting)
<b>RESPONSIBLE TO:</b>	EAL Co-ordinator
<b>ACCOUNTABLE TO:</b>	Assistant Head (Inclusion)
<b>HOURS OF WORK:</b>	36 hours per week, term time plus 5 inset days

### **Purpose of Post:**

- To complement the work of the EAL Department and all teaching staff by supporting whole class and small groups of students with EAL needs and those who are new arrivals
- To support EAL students both in and outside the classroom with their acquisition of English
- To undertake a proactive role utilising relevant expertise to ensure that all students with EAL are able to access the curriculum in a way that matches their levels of competence in English
- To plan, deliver and coordinate individual and small group interventions to EAL students
- To work with colleagues in the devising of suitable resources for EAL learners
- Promote effective strategies for the acquisition of increasing levels of competence in spoken and written English by bilingual learners.

### **Principal Accountabilities and Responsibilities**

1. To support EAL learners in the classroom, in withdrawal groups or 1:1 and to support the delivery of specific tailored programmes with groups of students both in and out of the classroom. EG ESOL Qualifications, catch up programmes, after school sessions.
2. Plan partnership work with colleagues at faculty / departmental and classroom level to support EAL students and produce classroom resources to support such partnerships. This includes annotating faculty / departmental Schemes of Work so that they are culturally inclusive and address the language acquisition stages of bilingual learners with the provision of appropriately differentiated work.

3. Play a full part role in the EAL department's and School's assessment recording and reporting processes and ensure that accurate records are kept of the educational development of EAL and EM students.
4. Use data to identify EAL learners for targeted support, track and monitor interventions and feedback to staff.
5. Participate in the admissions of new arrivals, including conducting an initial EAL assessment and sharing information with staff.
6. Establish and foster effective working relationships with other faculties / departments where appropriate, including liaising with colleagues about pastoral issues concerning EAL students.
7. Share information about EAL and EM students with the EAL Department and with subject staff that will support teachers in meeting the needs of the students
8. Assist in the delivery of INSET for colleagues on raising achievement for students with EAL and EM students at risk of underachievement.
9. To take part in regular in service training and to take responsibility for the ongoing development of professional skills and knowledge.
10. To undertake additional duties that are commensurate with the level of responsibility of the post, as directed by the EAL Coordinator/ Assistant Head Inclusion /or Headteacher
11. To be aware of and to comply with policies and procedures, and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and Data Protection.

### **Duties with specific EAL students**

Support identified students and small groups of students by:

- Liaising with Subject Teachers on what is being learnt and supporting with differentiated resources for EAL learners
- Helping students with strategies to become independent learners
- Identifying students' barriers to learning and help them access the curriculum
- Offering simplified or additional explanations
- Helping students to develop their grasp of the English Language and communication skills and working with others members of the EAL team in offering support, as appropriate, with reading, written work and spelling
- Helping students to remain on task and to complete set work
- Helping the student/s to participate in group work, oral work and in aspects of wider school life for example sports clubs and activities
- Boosting self-esteem by praising effort and ensuring identifiable success in the classroom
- Establishing constructive relationships with EAL students and interacting with them according to their individual learning and emotional needs.
- Supporting EAL students through PPE's and exams by invigilating
- Supporting and supervising students after school during Homework Club as part of a scheduled rota.

## **Additional responsibilities**

1. To record systematic observations of students in a range of contexts for use in departmental formative assessment.
2. Attend School based and other INSET to develop professional skills and keep abreast of current developments in EAL.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

## **General**

Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the School's Equal Opportunities Policy.

Whilst carrying out duties, ensure that confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data you are exposed to in your line of duty.

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Head's discretion.

## **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements.

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.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.*