**SALARY:** Grade 5, Scale 15-19

**HOURS:** 37 hours per week, term time plus inset days

**REPORTS TO: EAL Co-Ordinator**

**PURPOSE:**

To support the delivery of the academy’s EAL provision and develop community links to support our EAL and refugee students.

**Duties and Responsibilities**

**EAL**

* Assist in the delivery of specialised and targeted intervention to specific pupils
* To work directly with the EAL Coordinator to assist with EAL students and lesson activities
* To support with the design and evaluation EAL assessments within the academy
* To support students in and out of lessons in relation to EAL related issues
* To ensure that their knowledge of EAL is contemporary, best practice is sought and where possible qualifications are accessed, to continually develop expertise
* To improve parental engagement regarding EAL students
* Working collaboratively across school and liaising with colleagues to support the transition of EAL pupils into lessons
* To develop community links to support our EAL and refugee students
* To exam invigilate and provide support for students with access arrangements in exams
* To promote the inclusion of pupils for whom English is an additional language.
* To provide practical support in the classroom to pupils who have recognised EAL learning needs, supporting them to achieve their potential.
* Establish and maintain relationships with individual pupils and groups of pupils.
* Support pupils during sporting/co-curricular activities, as required.
* Develop methods of promoting and reinforcing the students’ self-esteem
* Build relationships with Parents/Carers to promote the students learning beyond the classroom
* Participate with other staff in the development, planning, implementation and evaluation of learning programmes and interventions for individuals and groups of students
* Attend relevant in-service training and meetings
* Be aware of confidential issues linked to home/student/teacher/Academy work and to keep confidences appropriately

**General Matters**

Any other duties as deemed reasonable and necessary by the Senior Leader for Inclusion or Principal

To play a full part in the life of the academy community, to support the academy ethos and to encourage staff and students to follow this example

To actively promote academy policies

To continue professional development as agreed

To actively engage in the appraisal and professional development process

To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Condition of Employment.

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 regularly and may be subject to modification or amendment at any time after consultation with the post holder and will be reviewed annually as part of the Academy Appraisal process.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Academy’s Safeguarding and Child Protection Policies at all times. If in the course of carrying out the duties of the role, the Post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy s/he must report any concerns to the Academy’s Designated Safeguarding Lead and Principal.

**Person Specification**

**Job Title:** EAL Assistant

**Qualifications:**

* Evidence of good ICT and numeracy skills through accredited qualifications
* GCSE’s grade C or above in English

**Experience**

* Experience of coordinating, monitoring the achievement of EAL learners.Experience of delivering tailored study skills sessions to young people and meeting their particular needs and requirements (Desirable)
* Experience in devising individual or group programmes of support for EAL learners at varying levels of English Development.
* Clear evidence of raising EAL student achievement in order to narrow the achievement gap for pupils from ethic minority groups who are at risk of underachieving. Experience of meeting the needs of bilingual learners at various levels of developing English competence.

**Skills**

* Effective organisational skills with the ability to meet deadlines. Ability to gather, analyse and

interpret data for effective target setting.

* Dynamic and Innovative approach to teaching and learning developments.
* Ability to model effective teaching methods in order to raise achievement.
* Ability to assess and promote students' progress in a variety of ways.
* Excellent Interpersonal and communication skills. Confident use of ICT.
* Ability to plan strategically in order to raise achievement.
* Ability to build positive working relationships with colleagues and provide support through

coaching.

* Commitment to the comprehensive ideal social inclusion and to raising standards for all students.
* To be interested in young people, how they learn and in developing ways of removing barriers to

lea Interest in developing interventions to counteract disadvantage, prevent underachievement and

improve the literacy levels of all students.

* To believe in the importance of teamwork and a collaborative approach.
* Willingness to work with other members of staff on collaborative projects.
* Flexible approach and a sense of proportion.
* Ability to work hard with completing deadlines, prioritising appropriately and maintaining good

humour