



CANDIDATE BRIEF

EAL ASSISTANT


QUEENSMEAD
excellence through learning

LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as ECTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **9am** on **Friday 25th April 2025**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

JOB DESCRIPTION



English as an Additional Language (EAL) Assistant works within a classroom setting either on a 1-2-1 basis or with a small group of children.

The aim of the role is to promote inclusion and provide support for students who have English as a second language. An EAL Assistant may also be needed to adapt and customise curriculum materials.

Main Responsibilities of the Post

- Support EAL students with personalised learning
- Help to overcome barriers to learning
- Adapt and customise lesson plans
- Support students with EAL to access extra-curricular activities
- Contribute to the management of EAL students' behaviour, encouraging students to conform to expected behaviour
- Contribute to the school awareness of EAL
- Provide pastoral support
- Facilitate contact with parents
- Record-keeping as directed by the EAL Coordinator

Key Responsibilities

- To promote high expectations of all pupils
- To assist pupils in carrying out work set by teaching staff
- To support pupils to achieve the individual targets set by teaching staff
- To support pupils in developing their language, literacy and numeracy skills
- To contribute to the planning and evaluation of learning activities
- To assist pupils on an individual basis, in small group work and whole class work
- To know pupils well and to communicate individuals' needs to the relevant staff
- To assist teaching staff in the monitoring and evaluation of pupils' progress
- To assist in the recording of pupils' progress
- To understand the emotional and social needs of pupils

Other Duties

- Assisting in preparing the learning environment
- Promote positive student behaviour in and around the school, to ensure a constructive working environment
- Act to ensure pupils' health and safety
- To be an approachable and supportive to enable students to thrive
- Promote the general progress and well-being of individual students and of the school as a whole
- To instil high expectations for our students and encourage our students to reach their potential

Personal Qualities

- Must be adaptable and flexible
- A clear understanding and commitment to the school and its vision
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels
- High level interpersonal and communication skills
- Commitment to inclusive education providing opportunity for achievement for all
- Integrity, openness, energy and enthusiasm

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times
- 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 a teacher

PERSON SPECIFICATION

Essential

- 5 GCSE's A*-C or equivalent, including English and Maths
- Experience of dealing with difficult and sensitive situations in a diplomatic confidential and non-confrontational manner
- Up to date knowledge and skills in dealing with young people
- Effective written and verbal communication skills
- Excellent organisational skills
- Ability to prioritise and delegate
- Sound understanding of Child Protection and Safeguarding procedures

Desirable

- Experience of working with children
- Experience of working with students with learning difficulties

Equal Opportunities

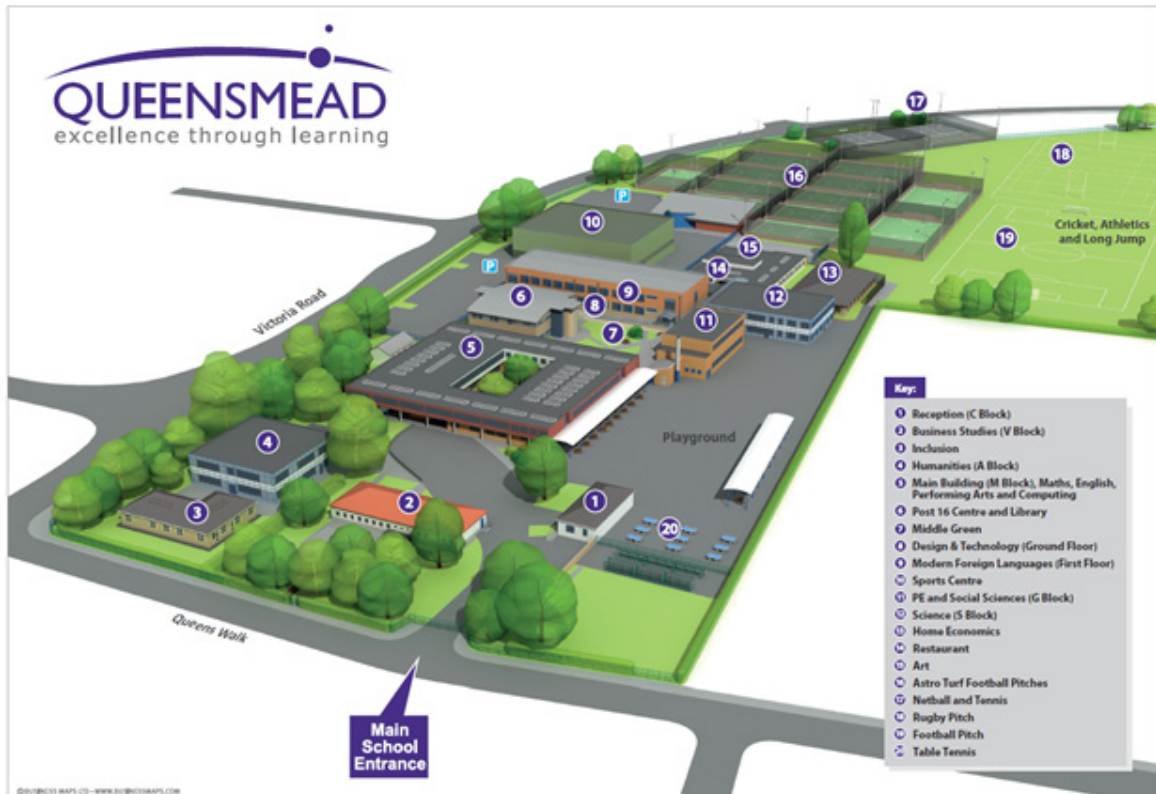
Essential - Commitment to inclusion and diversity

Other Requirements

Essential - A commitment to working to improve the life chances of all the young people in our school

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