



The Commonweal School Job Description

High Level Teaching Assistant (English as an Additional Language)

Job Title: High Level Teaching Assistant (EAL)	Grade/ Level: Scale M	Post Number: J5
	Job Family:	Date Prepared: October 2021

Role reports to (Job Title): Head of Modern Foreign Languages (MFL)

Job Purpose:

Under the direction of the Head of MFL, work with individual and small groups of EAL students in order to promote their inclusion and to provide support for teaching and personalised learning.

Key Accountabilities:

Supporting EAL students' personalised learning

1. Support students' learning across the curriculum, tailoring support to match learners' needs.
2. Promote effective strategies for the acquisition of increasing levels of competence in spoken and written English by bilingual, or multilingual, learners.
3. Support students to become independent, co-operative and collaborative learners.
4. Support students' access to learning through the effective use of ICT.
5. Contribute to assessing students' progress and support them in reviewing their own learning.
6. Identify and remove barriers to students' learning.
7. Adapt and customise curriculum materials.
8. Assist with the effective transition of new arrivals, including conducting an initial ESOL assessment and sharing information with staff.
9. Use data to identify EAL learners for targeted support, track and monitor interventions and feedback to staff.
10. Share information about EAL students that will support teachers in meeting their needs
11. Promote students' well-being.
12. Contribute to the management of EAL students' behaviour and encourage the student to conform to the school's expectations related to behaviour.
13. Support students with EAL to access extended school activities.

Providing pastoral support

14. Support the emotional well-being of EAL students.
15. Promote EAL students' well-being and resilience.

16. Safeguard the welfare of EAL students.

Supporting the wider work of the school

- 17. Contribute to school's improvement planning and self-evaluation processes.
- 18. Support teachers in the administration of examinations, tests and controlled assessments.
- 19. Contribute to maintaining student records and keep a record of the support given.
- 20. Escort and supervise EAL students on educational visits and out of school activities, if required.
- 21. Contribute to and support the Annual Review process of students with Education Healthcare Plans.
- 22. Assist in the delivery of training for colleagues on raising achievement for students with EAL.

Working with colleagues

- 23. Support and maintain collaborative, productive working relationships with school staff and professionals from outside agencies.
- 24. Liaise with students, their parents/carers, teachers and practitioners from external agencies to support students' learning and well-being.
- 25. Take responsibility in developing your own continuing professional development.

Other Key Accountabilities

- 26. To hold a current First Aid certificate and to provide First Aid to staff, visitors and students when required.
- 27. Comply with all school policies and procedures, with particular consideration towards Child Protection and Safeguarding, Health & Safety, Inclusion and SEND, Disability Equality Duty, Information Sharing and Data Protection.
- 28. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and students who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- 29. Undertake any other duties that can be accommodated within the grading level and nature of this post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	A good general standard of education (5 A*-C GCSE's or equivalent)	NVQ Level 3 Teaching Assistant (or equivalent)	Application form Certificates at interview
	Minimum Level 3 in English and Maths (e.g. GCSE Grade C or better)	TEFL, CELTA, or equivalent course related to teaching English language	
	Willing to gain First Aid certificate, if not already held	Current First Aid certificate	

Training		Safeguarding training within the last 3 years	Application form Interview process
Experience	Minimum 2 years' experience working as a Teaching Assistant	Experience working with children with EAL.	Covering letter Application form
		Experience working alongside students with SEND.	References
Knowledge and skills	High level of interpersonal and communication skills.	Proficient in Microsoft packages (e.g. Word, PowerPoint and Excel)	Covering letter Application form
	To be able to work confidently and sensitively with students across the secondary age range and in a variety of subjects.		Interview process References
Personal Attributes	Organised, efficient and enthusiastic		Covering letter
	Ability to manage difficult or highly emotive situations		Application Form
	Approachable manner and excellent people skills		Interview process
	Ability to relate well to young people and adults		References
	Ability to work on own initiative or within a team		
	Trustworthy and reliable, with high levels of integrity and probity		
	Self-motivated, good humoured and calm		
	Flexible and dependable, demonstrating personal and professional commitment.		
Other factors	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995		Medical clearance

Decision Making:

Working under the direction of the line manager/classroom teacher, but some discretion is required.
Works independently with individuals or groups.
Some responsibility for colleague support.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the GDPR Act 2016 and the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.