



**An All-through Co-operative School**

Carlton Avenue East, Wembley HA9 8NA  
Executive Headteacher: Mr Russell Denial  
[www.preston-manor.com](http://www.preston-manor.com)

# **EAL HLTA (HIGHER LEVEL TEACHING ASSISTANT) UPPER SCHOOL (AGES 11 – 16) INFORMATION PACK**

**Permanent vacancy**

**36 hours per week, Term Time plus 5 inset days**  
**Salary – Scale 5, spinal point 12 – 17 plus Outer London Weighting (£24,584 -**  
**£26,933 pro rata)**  
**circa £21,594 – £23,658 (inclusive of Outer London Weighting)**

**Required from: September 2022**

**Closing date: noon on Monday 27<sup>th</sup> June 2022**  
**Interviews: w/c 4<sup>th</sup> July 2022**





Dear Applicant

Thank you for your interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to develop your career in a highly aspirational All-through Co-operative school. Our Lower School currently has children in Reception through to Year 6 and our Upper School continues to develop the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages among a diverse and truly comprehensive school community. We are proud of the feedback from visitors we often receive on our positive ethos and how warm and welcoming our School is.

Our children and students respond to the challenges of learning with enthusiasm and excitement and are as keen to succeed as their teachers. Teaching and support staff are committed and hardworking, friendly and sociable and there is a strong emphasis on professional development in an innovative and supportive atmosphere.

I do hope that you will consider applying to join this successful and happy school and look forward to receiving your application.

Yours sincerely

Russell Denial  
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through co-operative school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

We are looking for an EAL Higher Level Teaching Assistant to support students and lead whole class teaching.

As an EAL HLTA in the Upper School you will be committed to inclusive education by covering classes from year 7 to year 11 periodically throughout the year. You will also be required to cover either some PPA or ECT time on a regular timetable slot throughout the year.

We are looking to appoint an EAL HLTA with good literacy, numeracy and communication skills as well as someone who shows initiative and flexibility, and is able to relate to students from 11 - 16 years of age. We are particularly keen to hear from someone who holds HLTA status and has experience of working with young children of secondary school age.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

The successful candidate will be expected to carry out their role on the school site.

**In return we will offer:**

- Motivated, enthusiastic and ambitious students
- Friendly and supportive staff
- Well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

## Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hadmin@preston-manor.com** or download the pack from our website at **www.preston-manor.com**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

# **JOB DESCRIPTION**

## **Purpose of Post:**

- To complement the work of the EAL Department and all teaching staff by supporting EAL students and those who are new arrivals in mainstream lessons.
- To support EAL students through breakfast/after-school clubs.
- To utilise relevant expertise to assess students' initial competence in English language by completing EAL assessment and disseminate this information to staff.
- To plan and deliver individual and small group interventions to EAL students.
- To work with colleagues in the devising of suitable resources for EAL learners.
- Promote effective EAL strategies that support staff and accelerate students' acquisition of English by bilingual learners.

## **Principal Accountabilities and Responsibilities**

- To support EAL learners in the classroom, in withdrawal groups or individual tutorials and to support the delivery of specific tailored programmes with groups of students both in and out of the classroom.
- 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.
- Play a full 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 students.
- Use data to identify EAL learners for targeted support, track and monitor interventions and feedback to staff.
- Participate in the admissions of new arrivals, including conducting an initial EAL assessment and sharing information with staff.
- Establish and foster effective working relationships with other faculties / departments where appropriate, including liaising with colleagues about pastoral issues concerning EAL students.
- 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.
- Assist in the delivery of INSET for colleagues on raising achievement for students with EAL.
- To take part in regular in-service training and to take responsibility for the ongoing development of professional skills and knowledge.
- To undertake additional duties that are commensurate with the level of responsibility of the post, as directed by line managers.
- 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 other 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 students 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**

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

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.

#### **Experience and Knowledge**

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes.
- Demonstrate an understanding of the business aspects of schools.
- Experience of working in a fast-paced environment.

#### **Abilities, Skills and Attributes**

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries.
- Be able to work as a member of a team.
- Demonstrate attributes of discretion, tact and diplomacy.
- Show initiative, drive and commitment to ongoing improvement.
- Be articulate and presentable.
- Be creative problem-solver with the ability to think ahead.
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload.
- Demonstrate a co-operative, reliable, customer responsive with a "can do" attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school.
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges.
- Be able to work under pressure and meet deadlines whilst producing work that is accurate.

#### **Safeguarding / Child Protection**

- Maintain appropriate professional standards at work in safeguarding children.
- Familiarise yourself with the named person(s) for child protection and safeguarding.
- Responsible for formally notifying the Executive Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.
- Responsible for safeguarding and promoting the welfare of children and young people and following school policies and the staff code of conduct.



## **General**

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 and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

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 Executive Headteacher'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.

# **PERSON SPECIFICATION**

## **QUALIFICATIONS**

### **Essential**

- Good written and spoken English and numeracy skills – GCSE Grade A\* - C or equivalent
- Ability to play a significant role in supporting EAL learners in a secondary school context
- Meet Higher Level Teaching Assistant (HLTA) standards or equivalent qualification or experience

### **Desirable**

- Good degree
- HLTA accreditation or clear intention to gain this
- INSET/CPD in relevant qualifications/topics
- Understanding of pedagogy relating to teaching ESOL or EAL, developing literacy skills, reading remediation etc.

## **KNOWLEDGE AND EXPERIENCE**

### **Essential**

- Subject knowledge and experience of EAL Teaching, IGCSE, 'Step Up to English' or other courses suitable for students with EAL needs
- Recent relevant experience in supporting students with EAL needs in a mainstream setting
- Recent and relevant experience in the delivery of EAL interventions i.e. reading and spelling intervention programmes
- Proven track record of working collaboratively with other professionals (e.g. teaching staff, LSAs, outside agencies etc.) to deliver high quality teaching and support to new arrivals and EAL students
- Knowledge of how to assess students who are new arrivals, mid phase arrivals with EAL needs
- Experience of working with colleagues in school to create suitable resources for EAL students

#### Desirable

- Experience in working with EAL students across KS3 and KS4
- Experience in creating and delivering differentiated learning programs and resources to individuals, small groups or within whole class setting
- Experience in supporting / mentoring other teams of Teaching Assistant's who support EAL learners

### **SKILLS AND ABILITY**

#### Essential

- Excellent communication and interpersonal skills
- Excellent organisational skills and ability to meet deadlines
- Good understanding of reading and spelling intervention programmes
- Good understanding of child development and learning processes
- Effective use of ICT to support learning
- Willingness to be involved in extra-curricular activities
- Ability to work effectively and cooperatively in a team
- Ability to build and form positive working relationships with students, parents/carers and colleagues
- Ability to work on own initiative and to prioritise between conflicting demands
- Ability to establish and maintain firm and consistent boundaries
- Sound understanding of emotional / social difficulties and other barriers to learning faced by some students
- Creativity and imagination – ability to adapt to the needs of students who are new arrivals and / or with EAL
- Constantly improve own practice / knowledge through self-evaluation and learning from others

#### Desirable

- Able to support the learning of English in EAL learners across the curriculum (all curriculum subjects)

### **EQUAL OPPORTUNITIES**

#### Essential

- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities, fundamental British values\*\* and Co-operative values\*\*\*

### **CHILD PROTECTION**

#### Essential

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

### **DISPOSITION**

#### Essential

- To be interested in students as individuals and how they learn
- To display a warm and approachable demeanour
- A flexible approach and sense of humour
- To display a professional manner
- To be positive and constructive
- To be resilient and assertive
- Empathetic and sensitive to differing viewpoints
- Belief in the importance of teamwork



\*\* Fundamental British values – democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

\*\*\* Co-operative values – self-help, self-responsibility, democracy, equality and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others