

EAL HLTA

JOB DESCRIPTION

Grade:	Grade 8, point 18-23
Salary:	£24,982-£27,741 FTE
Actual Salary:	£18,860 - £20,943
Location:	John Mason School On occasion, it may be necessary to temporarily assign you to another site within the Trust to meet operational needs
Hours per week:	32¼ (Monday: 8.30 a.m. – 4.30 p.m. Tuesday-Friday: 8.30 a.m. – 3.10 p.m.)
Weeks per year:	38 weeks plus 5 INSET days
Contract type:	Permanent
Reporting to:	Director of MFL

Key Purpose of Role

To plan, teach and assess EAL throughout the school, enabling access to all students and assist and support in classroom management and behaviour techniques. To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff. To support the development of EAL within the school.

Main Responsibilities

Support for the Student

- Promote inclusion and acceptance of all students
- Provide consistent support to all students, responding appropriately to individual student needs
- Encourage students to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure

(In conjunction with the teacher)

- Assess the needs of students and use detailed knowledge and specialist skills to support student learning
- Establish productive working relationships with all students, acting as a role model and setting high expectations
- Develop and implement individual learning plans
- Provide feedback to students in relation to progress and achievement
- Setting high expectations, which inspire and motivate students whilst drawing upon good subject and curriculum knowledge
- Planning (both long term and short term), preparing and delivering appropriate work based on accurate assessment of students' progress and needs
- Marking regularly and providing feedback with constructive support

Support for the Teacher

- To support in class with appropriate resources, worksheets, learning objectives, within an agreed system of supervision
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of students' needs and interests

- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision
- Monitor and evaluate students' responses to learning activities through observation
- Provide objective and accurate feedback and end of academic year reports, to the teacher on student achievement and progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
- Administer and assess/mark tests and accurately record achievement/progress and invigilate exams/test
- Support the role of parents/carers in student's learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievements, etc.

Support for the Curriculum

- Plan and deliver learning activities/programmes, adjusting activities according to student learning styles and individual needs within agreed system of supervision
- Support the delivery of EAL, effectively utilising all alternative learning opportunities to support extended development
- Use ICT effectively in learning activities and develop students' competence and independence in its use
- Assist students to access learning activities through specialist support, e.g. curriculum/SEN specialism
- Select and prepare required resources to lead learning activities, taking account of student's interests, language and cultural background
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the School

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos of the school
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Appreciate and support the role of other professionals, attending and participating in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and the progress of students

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – You have specific responsibilities under Health & Safety legislation to ensure that you:

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do.*
- *Co-operate on all issues involving health and safety.*
- *Use work items provided for you correctly, in accordance with training and instructions.*
- *Do not interfere with or misuse anything provided for your health, safety or welfare.*
- *Report any health and safety concerns to your line manager as soon as practicable.*

Your contract of employment is directly with The Abingdon Learning Trust Multi Academy Trust. Your main place of work will be John Mason School but you may be deployed to work at any school within The Abingdon Learning Trust Multi Academy Trust ("the Trust") and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

PERSON SPECIFICATION

Qualifications and Training		Essential	Desirable
1.	HLTA qualification or equivalent (<i>we are accepting applications from TA3's provided the candidate would be prepared to complete a HLTA qualification</i>)	✓	
2.	GCSE/or equivalent in maths and English	✓	
3.	EAL training and delivery of EAL	✓	
4.	NVQIII or equivalent Teaching Assistant qualification	✓	
5.	Willingness to participate in relevant training and development opportunities	✓	
6.	Training in special needs strategies	✓	
7.	Willingness to undertake appointed person certificate in first aid administration		✓

Experience		Essential	Desirable
8.	Advanced understanding of national curriculum and other learning programmes e.g. knowledge of core subject areas, etc.	✓	
9.	Understanding of principles of child development, learning styles and independent learning	✓	
10.	Experience of working with children in an educational setting	✓	
11.	Working knowledge of relevant policies/codes of practice/legislation	✓	
12.	Understanding of statutory frameworks relating to teaching and learning	✓	
13.	Understanding of inclusion, especially within a school setting	✓	
14.	Experience of resources preparation to support learning programmes	✓	
15.	Effective use of ICT to support learning	✓	

Skills and Attributes		Essential	Desirable
16.	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	✓	
17.	Ability to build and maintain effective working relationships with all students and colleagues	✓	
18.	Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	✓	
19.	Ability to adapt own approach in accordance with student needs	✓	
20.	Ability to continually develop and extend own working practices	✓	

21.	The ability to have patience, resilience, tolerance and a general understanding of the difficulties that young people may encounter with their school and home life	✓	
22.	Ability to communicate effectively both orally and in writing especially with student's parents, school staff, EWS, social workers and other professionals	✓	
23.	Ability to use IT systems effectively to produce and present reports, record information and monitor outcomes for individuals and groups	✓	
24.	Ability to persuade and negotiate as well as good interpersonal/communication skills	✓	
25.	Able to use own initiative and work alone when necessary	✓	
26.	Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
27.	Ability to overcome communication barriers with children and students	✓	
28.	Ability to listen effectively	✓	
29.	Ability to maintain accurate and up to date records	✓	
30.	Ability to meet tight deadlines and plan and manage own time effectively	✓	
31.	Ability to input, analyse and interpret data	✓	
32.	Excellent interpersonal skills	✓	
33.	Ability to remain calm and professional at all times	✓	

December 2021