

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	EAL Teaching Assistant	Location	Thistley Hough Academy
Salary	Grade 5 points 6 – 11: £25,989 - £28,142 per annum (£22,351 - £24,203 actual salary).	Hours	37 hours, term-time + 1 week (39 weeks total).
Department	English as an Additional Language Team	Reports To	Head of EAL

JOB PURPOSE:

We are seeking to appoint an inspirational and ambitious Teaching Assistant to join our passionate team at Thistley Hough Academy.

The successful candidate will be someone with a commitment to Thistley Hough Academy and the Creative Education Trust's ethos and values, a willingness to work and the flexibility to support the achievement of all students.

It is essential that the candidate demonstrates that they have the students' well-being and personal development at the forefront of all that they do. They will be expected to promote and practise safeguarding in relation to the welfare of the children they meet and therefore knowledge and understanding of Child Protection and Safeguarding procedures and legislation is essential.

KEY RESPONSIBILITIES AND DUTIES:

- To support the EAL Department in securing success at all key stages, including in the Sixth Form, for students from a wide range of language/cultural backgrounds.
- To ensure parental engagement from hard-to-reach groups through the use of first language.
- To continue the development of the education for all students in each key stage leading to improved standards of learning and achievement.
- Providing in-class support to enable students to access all areas of the curriculum effectively.
- Working on a one-to-one/small group basis with selected students to help them with their English Language acquisition.
- Keeping detailed records of students' individual targets and progress in liaison with line manager and class teachers.
- Assisting with initial admissions meetings with parents/carers and helping to assess student's language needs.
- Attending pastoral meetings, where required, to support the academic, social and personal development of particular students, using first language as appropriate.
- Providing translations of key documents and translating at parents' evenings and open evenings.
- Liaising with parents to support students' achievement and progress by undertaking initial meetings with parents, phone calls etc.
- Establishing and maintaining working relationships with local community groups in order to communicate with a range of external links.
- Work with colleagues to develop effective ways of bridging barriers to learning through:
 - assessment of needs.
 - monitoring of teaching quality and pupil achievement.
 - target setting, including writing Pupil Passports.
- To teach groups of children within the organisation and cover classes as and when required.

E-Safety

- Keep up to date with the latest risks to children whilst using technology; familiarise themselves with the latest research and available resources for school and home use.
- Devise and review an E-Safety policy regularly and bring any matters to the attention of the DSL.
- Advise the Senior Leadership Team and the Academy Council on all e-safety matters.
- Engage with parents and the school community on e-safety matters at school and/or at home.

JOB DESCRIPTION AND PERSON SPECIFICATION

- Retain responsibility for the e-safety incident log; ensure staff know what to report and ensure the appropriate audit trail.
- Ensure any technical e-safety measures in the academy (e.g. Internet filtering software, behaviour management software) are fit for purpose through liaison with the Creative Education Trust and/or ICT Technical Support

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.
- Following school policies and procedures especially those relating to child protection and health and safety.

School Ethos and Community

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders
- To be a positive role model of the values and behaviours that underpin the school vision.

Teaching & Learning

- Have a sound knowledge and /or experience of Education in a Secondary setting.
- Use strategies, in liaison with the teachers to support students to achieve objectives.
- Contribute to the design and provision of an engaging curriculum.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed by the classroom teacher, Head of Year, Head of Department and Senior Leadership Team.
- Establish constructive relationships with parents/carers.
- Carry out short observations.
- Assist and take responsibility for groups of children.
- Elicit enthusiasm and excitement for learning from students.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy.
- Be articulate and demonstrate the correct use of standard English.
- Differentiate appropriately, using approaches which enable students to be taught effectively.
- Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these.
- Demonstrate an awareness of the physical, social and emotional development of children, and know how to adapt your approach to support students' education at different stages of development.
- Have a clear understanding of the needs of all students including those with special educational needs and disabilities; those of high ability; those with English as an additional language; other groups of vulnerable students e.g. Pupil Premium students; and be able to use and evaluate distinctive learning approaches to engage and support them.
- Assist with the development and implementation of Success for EAL Student Passports.

Pastoral

- Establish a safe and stimulating environment for students, rooted in mutual respect.
- Create and maintain positive relationships with all students.
- Assist with setting goals that stretch and challenge students of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviours which are expected.
- Be aware of students' capabilities and their prior knowledge.

JOB DESCRIPTION AND PERSON SPECIFICATION

- Guide students to reflect on the progress they have made and their emerging needs.
- Demonstrate knowledge and understanding of how students learn and how this impacts on teaching.
- Encourage students to take a responsible and conscientious attitude to their own work and study.
- Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the Academy, in accordance with the Academy's behaviour policy.
- Have high expectations of behaviour and apply the Academy's systems.
- Assist in managing classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.

Professional Responsibilities

- Operate at all times within the stated policies and practices of The Academy to establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and students.
- Contribute to the life of the Academy through effective participation in meetings.
- Take part in marketing and liaison activities such as parents' evenings, review days and other appropriate Academy events.
- Take responsibility for improving learning through appropriate professional development, responding to advice and feedback from colleagues and feedback from students.
- Liaise effectively with parents and governors.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Academy's Health and Safety policy.
- Promote the welfare of children and to support the Academy in safeguarding children through relevant policies and procedures.
- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the Academy

Supporting the Work of Creative Education Trust

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good numeracy and literacy skills, preferably to GCSE. Grade 3 minimum or equivalent. 	<ul style="list-style-type: none"> • NVQ level 2 or equivalent in Secondary or Teaching Assistance.
EXPERIENCE	<ul style="list-style-type: none"> • Good understanding of child development and learning. • An understanding of Secondary Curriculum and the related assessments. • An understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities, and child protection. • The ability and experience in forming and maintaining appropriate relationships and personal boundaries with children. 	<ul style="list-style-type: none"> • Current experience in a Secondary setting • Some experience working with children with SEND and/or English as an Additional Language • Experience of supporting students with EHCP's
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of child development from 11-16 years. • Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to effectively use ICT to support learning. • Enhanced DBS clearance with barred list information. • The ability to communicate effectively both orally and in writing. • Ability to work independently and as part of a team. • Ability to establish a purposeful and safe learning environment. • Ability to interact with tact and diplomacy. • Ability to interact positively with students, parents and colleagues. • Some experience of planning as part of a team. • The required approach for the use of authority and maintaining discipline. • Commitment to the vision of the school. • Commitment to modelling the values and virtues of the school. • Hold positive values and attitudes and adopt high standards of professional behaviour. • Open and approachable. • Ability to challenge, support and motivate. • Use initiative to solve problems. • Able to communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being. • A high level of emotional resilience in working with challenging behaviours. • Evidence of a commitment to own professional development. 	<ul style="list-style-type: none"> • Good ICT skills

JOB DESCRIPTION AND PERSON SPECIFICATION

CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.