

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **English as an Additional Language (EAL) Assistant** Dean Trust Ardwick,Stockport Road, Ardwick, M13 0LF.

Salary: **Band 3** Point 6 - 11 £25,584 -£27,269 per annum pro rata – Actual Salary £22,005 - £23,454

* 36.25 hours per week, 8.00am – 4.00pm Monday to Friday
* Term time only including 5 INSET days
* Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

**Method of Application**

The preferred method of application is electronically via email to dtarecruitment@deantrustardwick.co.uk . All applications must be made using the Dean Trust’s application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **9am Monday 2nd December 2024** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 972 2988 or email dtarecruitment@Deantrustardwick.co.uk . Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

HR Department



345 Stockport Road, Ardwick, Manchester, M13 0LF

t: 0161 972 2988

e: admin@deantrustardwick.co.uk

w: www.thedeantrust.co.uk

Registered in England 8027943 VAT Registration 195 3889 46

The Dean Trust is a company limited by guarantee.

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **English as an Additional Language (EAL) Assistant** |
| **Reporting to** | **EAL Co-ordinator** |
| **Main purpose of job** | To prepare and deliver learning activities to pupils for whom English is an additional language and well as assessing and monitoring pupils’ progress. This role includes a mixture of providing bespoke sessions to individuals and small groups and supporting within curriculum lessons.  |
| **Key responsibilities** | * Conduct EAL assessments, in all language skills, to assess the needs of pupils
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Developing strong relationships with parents and providing advice on how they can best support their child
* Promote the inclusion and acceptable of all pupils within the classroom
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Provide feedback to pupils in relation their achievement in language learning and curriculum areas
* Support the induction of any International New Arrivals
* Deliver a mixture of bespoke sessions to individuals and small groups of pupils to develop language skills
* Support pupils with curriculum lessons
* Engage in professional learning to ensure continuing development
* Support with provision of GCSE qualifications for pupils in their home language
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the school/academy and beyond
* To represent the school/academy at events as appropriate
* To support and promote the school/academy ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Headteacher and Chief Executive
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All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.

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| **Education and qualifications** | **Essential*** 5 A\*-C GCSEs including English and Maths

**Desirable*** EAL teaching qualification
* Degree in relevant subject
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| **Experience** | **Essential*** Experience of meeting individual needs of bilingual learners
* Experience of teaching of EAL students
* Experience on working in a school setting

**Desirable*** Experience of EAL assessment in all language skills
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| **Knowledge** | **Essential*** Understanding of statutory framework relating to teaching
* Knowledge of and experience of providing support to leaners
* Good understanding of child development and learning processes

**Desirable*** Up to date knowledge of the language levels used in identifying and assessing students needing EAL support.
* Knowledge of current national developments in EAL, teaching, learning and broader curriculum.
* Communication skills in Arabic or Urdu
* Ability to teach Arabic to GCSE level
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| **Skills and abilities** | **Essential*** Excellent communication skills with an ability to exchange varied information with a range of audiences both orally and in writing
* Ability to improve own practice/knowledge through self-evaluation and learning from others
* Ability to relate well to children and adults
* Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
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