

JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant (HLTA) for EAL and MFL	Grade/Salary Range: Grade E Hours: 8.30am – 4pm (35 hours per week)
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JOB PURPOSE

- To support individual students and groups of students with EAL to access learning.
- To provide support to teachers in enabling EAL students to learn.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- Reporting to: Head of Languages
- Liaising with: Teaching staff and other Support Staff e.g. Examinations Officer

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Head of Languages and class teachers, provide appropriate provision and support to students in Modern Foreign Languages and students with English as an additional language across the curriculum:

Teaching and Learning

- Supporting EAL students in lessons under the direction of the class teacher.
- Planning and delivery of small group sessions to EAL students, to improve English language acquisition.
- Planning and delivering small group sessions for GCSE MFL students.
- Liaise with all staff to ensure EAL students are supported in and out of the classroom, especially in year admissions.
- Work with the Head of Languages to develop the confidence and skills of teaching and support staff to manage and provide an effective and improving EAL programme.
- Preparing materials and resources to support learning.
- Record keeping and data collection to track student progress.
- Support students to improve their speaking, listening and cultural understanding of French, German and/or Spanish.
- Collaborate with teachers to deliver engaging and interactive language lessons.
- Provide tailored assistance to students to build their confidence and fluency in a foreign language.

Professional Values and Practice

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students.
- Work collaboratively with colleagues to meet the needs of all students (inc SEN students).
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

Staff Development:

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

Date January 2025

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • A qualification in English/literacy and mathematics/numeracy, with a pass at GCSE Grade 4/ C or equivalent. • Be fluent and hold a qualification in a second language preferably French/German/Spanish. • Have a deep understanding of the culture of your native or studied language. 	<ul style="list-style-type: none"> • Achievement of the Professional Standards for Higher Level Teaching Assistants • An NVQ level 2 in Teaching and Learning. • An ESOL or TEFL qualification.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Able to communicate effectively with children, parents and other staff • Strong verbal and written communication skills. • Able to motivate and encourage students. • Ability to use basic technology ie photo-copier, computer, video and digital camera. • Experience in teaching English as an additional language or literacy. 	<ul style="list-style-type: none"> • At least three years' experience in supporting children's learning • Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas • Awareness of child protection and bullying issues
Work-related Personal Requirements	<ul style="list-style-type: none"> • Actively enjoys working with children and has empathy with students and is sympathetic to their needs. • Enjoys working with students and fostering their love of languages. • Be organised, adaptable and creative in your teaching approach • Professionally discreet and able to respect confidentiality. • Confidence to work in a range of settings (special and mainstream) with students of all age and abilities • Flexible approach to tasks • Firm, sensitive and effective approach towards student discipline • Willing to work as part of a team. 	<ul style="list-style-type: none"> • Ability to plan own role in lessons including how feedback will be provided to students and colleagues on students' learning and behaviour
Other Work Requirements	<ul style="list-style-type: none"> • Patient and resilient • Fluent in spoken English to an appropriate level for the role • Suitability to work with children 	<ul style="list-style-type: none"> • Knowledge of the legal definition of Special Educational Needs and Disabilities (SEND), and familiarity with the guidance about meeting SEND given in the SEN Code of Practice.

