

Job Description

Specialist Learning Assistant (EAL and SEND)

Reporting to: Assistant SENDCo

Scale Point: 06



**THE
HESSLE
ACADEMY**



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role

The role of the Specialist LA (EAL and SEND) is to support learners to ensure that they achieve their academic potential and encourage them to become independent learners and provide support for their welfare and inclusion in all aspects of school life. They will work collaboratively with teaching staff in the preparation of resources and within lessons to enable students to access the curriculum.

They will strive for excellence in all they do and be committed to providing first class provision for learners who require this support. Excellent teamwork, high standards and a capacity to work hard will be at the core of their success.

Specific duties

- Support the successful integration of students into lessons where English is a second language
- Support the students' acquisition and fluency in English
- Interpretation of core text and information to allow student progression in lesson
- Support home / school liaison

Successful integration

- Contribute to the assessment of foreign language speaking students
- Arrange first language assessments where required
- Contribute to identifying skills and competencies for pupils for them to maximise outcomes and reach their targets
- 1:1 and small group interventions
- Support identified students to access mainstream lessons
- Source learning resources and materials to support departmental leaders to meet individual student's needs
- Source culturally relevant resources to increase students' motivation and enjoyment in learning
- Lead integration activities at lunchtimes and support individuals where necessary
- Provide detailed verbal and written feedback on student responses to learning activities, where required

Acquisition of and fluency in English

- Role model high standard of English, both spoken and written, modelling correct pronunciation and grammar
- Deliver vocabulary booster activities to meet individual needs
- Lead conversation sessions enabling students to build their confidence by practicing targeted language in a safe, fun environment
- Support departmental Team Leaders to build conversations into classroom practice.

Home/school liaison

- Provide interpreting services when required
- Ensure all information for school is translated into the family's first language when necessary
- Support the role of parents in students' learning and contribute to meetings with parents to provide two way conversations if required on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Administration

- Liaise with outside agencies to provide a coherent point of contact for all students who may fall into one or more of the above categories. Accurately record, disseminate, and maintain the information provided by them accordingly.

- To contribute to the development, implementation and evaluation of Learning Support profiles and reports for Annual Reviews and to ensure that all records, detailing learners' progress, are both accurate and updated in a timely manner
- Administer routine tests and invigilate exams
- To provide a range of clerical and administrative support to Assistant SENDCo

General

- To provide additional, in-class support to learners with SEND
- Support transition activities, at all stages of education, to ensure that learners are physically, mentally and emotionally able to demonstrate resilience and thrive in the school environment
- Provide support to subject areas in the preparation of appropriate learning resources
- Take a keen interest in opportunities to celebrate achievement in the subject area by display work in classrooms/corridors
- Cover for absent staff as appropriate
- To be committed to the principle of Inclusive Education by supporting learners' diverse needs both in and out of the classroom environment and provide support during unstructured times, such as break and lunch times
- To establish constructive relationships with learners and interact with them according to their individual emotional needs
- To take part in regular in-house training and to take responsibility for the ongoing development of your professional skills and knowledge
- To accompany teaching staff on trips and school activities and take responsibility for a named student / group under the general supervision of a teacher
- To undertake additional duties that are commensurate with the level of responsibility of the post, as directed.

Other

- Contributing to the overall ethos/work/aims of the school
- Developing constructive relationships and communication with all staff and other agencies/professionals
- Participating in training and other learning activities and performance development as required
- Recognising own strengths and areas of expertise and use these to advise and support others

As a member of the Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Contribute to systems of evaluation and performance of the organisation positively

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

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| Essential | Good standard of education – 5 GCSEs at grade 5 or above (or equivalent) inc English and Maths NVQ Level 3 Teaching Assistant or equivalent (may work towards) Commitment to continue own personal development |
| Desirable | TEFL qualification |

Experience, Knowledge and Skills

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| Essential | Excellent command of the English language both oral and written Effective experience as teacher or trainee teacher Potential to contribute to the development of courses |
| Desirable | Experience of working with EAL students Experience as teacher or trainee teacher in the role of form tutor Good understanding of the National Curriculum and recent changes Good understanding of curriculum developments Experience of assessment of students' progress Excellent ICT skills |

Values and Personal Competencies

The Hessle Academy is a through-school incorporating Penshurst Primary School and Hessle High School & Sixth Form College and is part of the family of schools within The Consortium Academy Trust (TCAT).

Committed to the values and vision of the Trust
The desire to convey interest in subject to young people
Excellent interpersonal skills; energy and enthusiasm
Self-motivation
Organisational and time management skills
Ability to question
Flexibility and adaptability
Ability to effectively evaluate own performance
Team focused with the ability to work independently and take initiative
Committed to equality, diversity and inclusion
Strong morals, ethics and sound judgement.

Signed

Date