**RESPONSIBLE TO:** EAL Co-ordinator

**Purpose of post**

* To work under the direct supervision of the EAL co-ordinator, to support access to learning for students.

**Key responsibilities**

1. **Support for Students**
* To lead small group sessions and interventions.
* To provide particular support for identified students, in 1:1 contexts, ability group or whole class situations, ensuring their safety and access to learning.
* Attend to the students’ personal needs, and implement related personal programmes, including social, health, physical, hygiene and welfare matters.
* Supervise and support students ensuring their safety and access to learning.
* Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all students.
* Encourage students to interact with others and engage in activities led by the teacher/EAL co-ordinator.
* Encourage students to act independently as appropriate.
* Provide feedback to students in relation to progress and achievement in EAL interventions or under guidance of the teacher.
* Support students and the school by engaging in visits to families of students and/or attend meetings with families as appropriate and under the direction of other staff.
1. **Support for Teachers**
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students’ work.
* Use strategies, in liaison with the teacher, to support students to achieve learning goals.
* Assist with the planning of learning activities.
* Monitor students’ responses to learning activities and accurately record achievement/progress as directed.
* Provide detailed and regular feedback to teachers on students’ achievement, progress, problems etc.
* Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers.
* Administer routine tests and invigilate exams and undertake routine marking of students’ work.
* Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework. etc.

1. **Support for the Curriculum**
* Provide feedback on the students’ progress to the EAL Coordinator or the teacher.
* Complete and analyse assessment as appropriate.
* Support students to understand instructions.
* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 recording achievement and progress and feeding back to the teacher.
* Support students in reaching fluency in English language, as directed by the teacher.
* Support the use of ICT in learning activities and develop students’ competence and independence in its use.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

1. **Support for the School**
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Participate in training and other learning activities as required.
* Assist with the supervision of students out of lesson times.
* Accompany teaching staff and students on visits, trips and out of school activities as required, and take responsibility for a group under the supervision of the teacher.

**Other requirements:**

* To attend and participate in staff meetings
* To participate in training and appraisal as required
* To have an up-to-date Enhanced DBS Disclosure

**PERSON SPECIFICATION**

**EAL LEARNING SUPPORT ASSISTANT**

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|  | **ESSENTIAL / DESIRABLE** |
| **QUALIFICATIONS & TRAINING** |  |
| NVQ level 2 in English and Maths or equivalent. | **E** |
| NVQ3 for Teaching Assistants or equivalent qualification or experience. | **D** |
| Evidence of recent, relevant professional development. | **E** |
| Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, etc  | **D** |
| First Aid trained. | **D** |
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| **EXPERIENCE** |  |
| Experience of working with children of secondary school age. | **E** |
| Experience of working in a secondary school. | **D** |
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| **SKILLS, ABILITIES AND KNOWLEDGE** |  |
| Ability to establish effective and positive relationships with students. | **E** |
| Ability to provide a good role model to students and a commitment to helping them achieve their potential. | **E** |
| Knowledge and understanding of child protection, health and safety and safeguarding practices and procedures. | **E** |
| Ability to communicate effectively with students, families, school staff and a range of other professionals. | **E** |
| Ability to maintain appropriate levels of confidentiality. | **E** |
| Ability to relate well to students and adults, demonstrate empathy and conflict resolution skills. | **E** |
| Ability to evaluate own learning needs and actively seek learning opportunities. | **E** |
| Ability to work effectively as part of a team understanding classroom roles and responsibilities and your own position within these. | **E** |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. | **E** |
| Working knowledge of national curriculum and relevant learning programmes or schemes of work. | **E** |
| Ability to work flexibly. | **E** |
| Ability to maintain accurate and up-to-date records. | **E** |
| Sound ICT skills and the ability to use ICT effectively to support learning. | **E** |
| Understanding and awareness of equal opportunities and a commitment to work within the school’s Equal Opportunities and Equalities Policies and Procedures. | **E** |
| Excellent attendance and punctuality. | **E** |