



# SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

## JOB DESCRIPTION

Effective Date:

<b>Post Title:</b>	<b>EAL SUPPORT ASSISTANT</b>	<b>Post Holder:</b>	
<b>Responsible to:</b>	<b>Head of EAL, Assistant Headteacher (Pupil Support), Headteacher</b>		

### Main Purpose of Job

To raise the achievement of identified EAL students by supporting their learning across the school or within the EAL department.

### Main Accountabilities

#### Responsible for:

To support our targeted EAL students in mainstream lessons as well as in small groups and on a 1:1 basis. To ensure EAL pupils integrate well with their peers and have the best possible starting point from which to progress. To work with the EAL Team in overseeing the intervention programmes. To liaise with other departments regarding differentiated work, planning and delivering individual programmes of work and/or programmes of work for small groups, record keeping associated with these programmes (including specialist IT programmes), and liaising with subject teachers regarding the progress of pupils worked with.

#### Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

#### Teaching and Learning

1. To be a specialist Support Assistant for EAL and provide support to students so they can achieve their very best;
2. Provide support for individual students and small groups of students inside and outside the classroom to enable them to participate fully in learning tasks and social activities;
3. Work with other professionals, such as speech and language therapists, specialist teachers, educational psychologists and occupational therapists as necessary;
4. Assist subject teachers with maintaining student records;
5. Support students with emotional or behavioural problems and help develop their social skills.
6. Attend review meetings for target pupils as required;
7. Assist teachers in the delivery of lessons, providing support to individual and small groups of EAL pupils;
8. Adapt teaching materials to meet individual pupils' needs;
9. To deliver 1:1 and small group intervention programmes for targeted EAL pupils;
10. To contribute to the maintenance of the EAL pupil tracker;
11. Support the EAL HOD and teachers in identifying the most effective teaching approaches and resources for EAL pupils;
12. Keep the class teacher/EAL HOD informed about the progress and needs of pupils supported;
13. Contribute to the development of in-house differentiated materials;
14. Support extra-curricular activities, e/g. homework clubs, literacy, phonics support etc.;
15. Keep updated records of supported pupils and any interventions carried out.

### **Administrative Duties**

1. To write weekly reports to the Head of EAL detailing attainment, progress and concerns as appropriate.
2. During dedicated planning/resource times, to support subject teachers in preparing differentiated resources and other tasks in order to support teaching.
3. Undertake other duties from time to time as the Headteacher requires such as supporting teacher cover, acting as reader or scribe for public examination access arrangements, more detailed record keeping and administration at key times of the academic year.

### **Standards and Quality Assurance**

- Support the aims and ethos of the school.
- Set a good example in terms of language, dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake such training as may contribute to professional development and to the pool of expertise within the school.

### **Other**

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- At all times operating within the school's equal opportunities framework.
- Carry out any other duties as directed by the Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.

### **Health & Safety**

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in all matters relating to health and safety.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **GDPR**

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

### **Safeguarding Children**

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed by

**XXXXX** : .....

Date: .....



**SLOUGH AND ETON CHURCH OF ENGLAND  
BUSINESS AND ENTERPRISE COLLEGE**

**PERSON SPECIFICATION**

**EAL SUPPORT ASSISTANT**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>▪ Level 2 in Maths and English</li> <li>▪ Level 3/degree qualification</li> <li>▪ TEFL qualifications (or equivalent)</li> </ul>	√	√ √
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>▪ Knowledge of EAL pedagogy</li> <li>▪ Proficiency in a language other than English</li> <li>▪ Knowledge of the current educational framework</li> <li>▪ Excellent interpersonal and communication skills, both written and spoken</li> <li>▪ Ability to work independently, take initiative and manage change</li> <li>▪ Competent ICT skills</li> <li>▪ Manage workload effectively and prioritise tasks</li> <li>▪ Behaviour management skills</li> <li>▪ Ability to plan and implement learning strategies</li> <li>▪ Ability to share knowledge to support colleague development</li> <li>▪ Ability to work individually and as part of a team</li> </ul>	√ √ √ √ √ √ √	√ √     √ √
<b>Experience of:</b> <ul style="list-style-type: none"> <li>▪ Working in an educational setting</li> <li>▪ Coaching and mentoring</li> <li>▪ Learning strategies</li> </ul>		√ √ √
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>▪ High quality communication skills</li> <li>▪ A sense of humour</li> <li>▪ A flexible and adaptable approach</li> <li>▪ A desire to continue to learn and develop within the role</li> <li>▪ The ability to motivate others to perform and develop</li> <li>▪ Resilience and determination to be successful</li> <li>▪ Ability to work well under pressure</li> <li>▪ Commitment to safeguard and promote the welfare of children and young people</li> </ul>	√ √ √ √ √ √ √ √	