



Carshalton Boys Sports College

Winchcombe Road
Carshalton
Surrey
SM5 1RW

Job Description

Job Title: English as an Additional Language (EAL) Learning Support Assistant

Pay Scale: APT&C Scale 4/5, Points 7-15 (£22,010 - £25,092)

Hours of Work: 36 hours per week, Term Time +1, Monday to Friday
One year Fixed term Contract (to be reviewed after 6 months)

Breaks: Monday to Thursday – 7¼ hours with 45 minute break
Friday – 7 hours with 45 minute break (finish at 3.45pm)

Job Purpose

In order to maximise participation, achievement and independence, assist EAL students' learning across the curriculum, including in-class support, liaising with classroom teachers and tailoring resources to match learners' needs, under the supervision of the EAL Learning Co-ordinator.

Accountable to

The EAL Learning Co-ordinator

Key Duties

- Plan, prepare and deliver lessons/interventions for individuals and small groups in collaboration with EAL Learning Coordinator
- Create and implement a range of teaching and learning strategies with the aim to develop and extend EAL students' English language competences and attainments
- Adapt and customise curriculum materials to enable students to access the curriculum within lessons and internal assessments (reader, scribe, translating and interpreting)
- Help run homework/extra support clubs during some lunchtimes/after school
- Support EAL students to access extended school activities
- Support the EAL Learning Co-ordinator with administering and documenting routine EAL assessments and the upkeep of the EAL documentation including EAL school register, EAL school action plan, EAL school policy and EAL school website
- Contributing to maintaining student and support given

- Assist with the development and implementation of Educational Learning Plans of new students
- Assist the EAL Learning Co-ordinator in devising and reviewing the LSA's learning support timetable
- Promote the inclusion of all students including monitoring their social, emotional and physical wellbeing
- Contribute to the management of EAL student' behaviour (awards and sanctions) and support pupils in understanding and meeting the School's expectations
- Create opportunities for EAL students to share and celebrate their own culture and heritage
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs to help developing their confidence and enhance self-esteem
- Meet daily with the EAL Coordinator, including Performance Management sessions

Additional Duties

You may be required to carry out additional duties, as the Principal and EAL Co-ordinator may reasonably request from time to time including educational visits and open days.

To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.

To comply with the school's Health and Safety Policy, undertaking risk assessments as appropriate.

To work within the school's Equality and Diversity Policy.

Employees have a high degree of responsibility for the children and young people that they will come into contact with.

Equal Opportunities

To ensure, that the spirit of the School policy is implemented.

Person Specification for EAL Learning Support Assistant

Qualifications

- GCSEs in English, Maths and Science or equivalent are essential
- NVQ or equivalent qualification is desirable, but not essential
- Qualification in another language is desirable, but not essential

Experience and Knowledge

- Experience of working with students with English as an Additional Language in a learning environment
- Experience of studying/speaking another language
- Ability to offer a home language – desirable but not essential
- Interest in other academic subjects welcome

Skills and Abilities

- Strong literacy skills and good numeracy skills
- Excellent communication skills with adults and young people
- Good understanding of learning processes, child development and behaviour
- Ability to use ICT effectively to support learning and data input
- Ability to use own initiative and work independently but also effectively within a team
- Develop effective professional relationships with colleagues
- Ability to adapt quickly and effectively to changing circumstances/situations
- Ability to improve own practice/knowledge through self-reflection and evaluation and by learning from others
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities

Personal

- A patient, empathic approach and naturally helpful
- Able to appropriately deal with confidential and sensitive information and situations
- Efficient and meticulous in organization
- Willingness to play a full part of the life of the school community, supporting its mission and values (We Believe Principles)

Other

- Commitment to working to high standards and expectations
- High level of professional integrity, energy, enthusiasm and positivity
- Flexibility to undertake any role at short notice
- Attend relevant meetings and training sessions as required