



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**EAL Learning Support Assistant**

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## Job advertisement

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### **EAL Learning Support Assistant Immediate Start**

**Scale 5 • £22,290- £23,517 per annum, 36 hours per week,  
term time only (39 weeks a year), permanent**

All posts require a minimum of 5 A\* - C grade GCSE or equivalent in Maths & English.

- **Are you interested in teaching English language to students who speak other languages?**
- **Are you committed to free and inclusive education for all?**
- **Do you have experience of working with young people?**

#### **The School**

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school. The School is committed to a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a strong focus on creativity in our classrooms. We believe everyone has creative capacities and know that creativity is the skill of the future. Our students past and present are strong evidence of our success. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

#### **The Department**

The Literacy team, part of the wider English team, is a supportive team committed to providing the best quality support for students with a range of literacy needs.

In this post you will work with individuals and small groups to provide high quality English language teaching and support to students with varying levels of English. Relevant experience of teaching English as an additional language is desirable.

#### **Applying for the role:**

You can download an application pack (word) from our website

<https://www.stokenewingtonschool.co.uk/jobs>

Completed application forms should be emailed to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)

The closing date for receipt of applications is **midday Wednesday 23<sup>rd</sup> September 2020.**



## Job description

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Job title: **EAL Learning Support Assistant**

Directorate: Stoke Newington School

Reporting to: Literacy Lead

Grade: Scale 5 (36 hours per week, Monday - Friday 8.30 - 16:30 term time only)

Purpose of the post:

- To provide support, intervention and small group teaching to students who speak English as an additional language.
- To work with other departments to develop and implement strategies for the teaching of EAL across all years.
- To monitor the progress of EAL students in order to help inform cross-curricular planning

Main duties and responsibilities:

- Liaise with the Admissions Officer re: all new EAL arrivals and, where possible, attend admissions meetings in order to collect EAL specific information for the EAL student profile
- To work with EAL students to develop their English language skills.
- To provide small group English language lessons to students who have EAL.
- To prepare students for Step-Up to English qualification of equivalent.
- Maintain a positive relationship with EAL students and promote their emotional well being. Promote the inclusion and acceptance of all students.
- Provide a full induction ensuring access to resources to support learning and assessing students proficiency.
- Create and maintain EAL student profiles including targets for teaching and learning strategies .
- Circulate EAL student profiles at the appropriate times and where appropriate, liaise with SEN/D.
- Maintain the EAL register and ensure that it is accessible to. Monitor the academic, social and emotional progress of students
- Maintain a positive relationship with EAL students and promote their

emotional well being. Promote the inclusion and acceptance of all students.

- Support the development of a strategy ensuring inclusion, equality of opportunity and respect for diversity
- Sustain an active engagement with families of designated students to help them explore issues and make changes in areas that may be affecting their child's learning and development

**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.
- Where necessary cover whole classes using work prepared by classroom teachers.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school, including supervising student movement.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise pupils on visits, trips and out of school activities as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:	EAL Learning Support Assistant
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<b>Person Specification</b>		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>			
1.	NVQ 3 for Teaching Assistants or equivalent qualification or willingness to work towards.	✓	
2.	TEFL or similar qualification	✓	
3.	5 GCSE Grade A*-C in maths and English or equivalent.	✓	
4.	First Aid Qualified or willingness to work towards	✓	
<b>Experience</b>			
5.	Successful experience of teaching EAL students	✓	
<b>Knowledge</b>		✓	✓
6.	Knowledge and understanding of strategies to teach early English language skills.	✓	
7.	Knowledge and understanding of strategies to teach foundation English Language skills.	✓	
8.	Knowledge and understanding of the recent developments in EAL.	✓	
9.	Knowledge of the importance of appropriate planning and assessment for learning.	✓	
<b>Skills</b>			
10.	A strong work ethic and ability to work hard under pressure.	✓	
11.	Ability to use I.T. effectively in teaching and organisation, and willingness to undertake training for Microsoft Teams	✓	
12.	Commitment to the highest achievement for all groups of students	✓	
13.	Ability to be effective in record keeping, including managing student profiles	✓	
14.	Ability to relate well to children and adults	✓	
15.	Good communication and organisational skills.	✓	
16.	Excellent creative teaching ability.	✓	
17.	Commitment to personal career development.	✓	

