



Job Description

English as an Additional Language (EAL) Learning Support Assistant

Carshalton Boys Sports College | Human Resources | Confidential

SECTION 1 — JOB DESCRIPTION

Post Overview

Detail	Information
Job Title	English as an Additional Language (EAL) Learning Support Assistant
Grade/Scale	APT&C Scale 4/5, Points 7-15 £25,499- £28,613
Reporting To	EAL Learning Co-ordinator/MFL Department
Hours	36 Hours, Term Time Only worked between 8am-16.00pm with a 45 minute break
Core Purpose	To 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.

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



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- 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's 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

MAIN (CORE) DUTIES

Planning

- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Monitor and keep accurate records of support for feedback
- Communicate effectively with other staff members and pupils under the direction of the SENCo
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Staff Development / CPD

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject
- Engage actively in the Performance Management Review process.
- Work as a member of the school community to contribute positively to effective working relations within the school.

Management Information

- Maintain appropriate records and provide relevant, accurate and up-to-date information for MIS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.

Communications



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- Where appropriate, communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

Marketing and Liaison

- Represent the department and school at events including Open Evenings, Parent Evenings and liaison events with other schools.
- Cultivate and maintain professional links with external agencies to enhance subject delivery.
- To assist with students on educational visits and participate in extra-curricular activities as required.
- Invigilate school and public examinations and tests as required.

Professional Duties & Compliance

- Champion the school's We Believe principles and set a positive professional example for staff and students.
- Ensure that all students are protected from harm and that any concerns regarding a student's safety or well-being are reported immediately in accordance with the school's Safeguarding and Child Protection policy.
- Adhere to safety policies and conduct risk assessments as required.
- Commit to ongoing personal and professional development.
- Operate within Equality and Diversity guidelines.
- Comply with school's policies which are regularly updated and are available on Google Drive shared area.

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. You may be required carrying out additional duties, as the Principal may reasonably request from time to time.

Staff have a high degree of responsibility for the safety and wellbeing of children and young people.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to maintain a courteous, welcoming environment for colleagues and visitors alike.

The school is committed to making reasonable adjustments to support disabled applicants and employees.

This job description is subject to review based on the school's needs and may be amended following consultation to reflect changes in the role.

Signed:

Print Name:

Date:



SECTION 2 — PERSON SPECIFICATION

English as an Additional Language (EAL) Learning Support Assistant

	Essential	Desirable
Qualifications and Training		
At least five GCSE's or equivalent and must include a C/5 grade in Maths & English	X	
Desire to work towards a qualification in another language		X
Experience and Knowledge		
Experience of working with students with English as an Additional Language in a learning environment	X	
Experience of studying/speaking another language	X	
Ability to offer a home language		X
Skills and Abilities		
Excellent literacy and numeracy skills	X	
Excellent communication skills and able to deal with a variety of people sensitively, empathetically and, when necessary, assertively	X	
Develop and maintain positive working relationships with colleagues, and managers.	X	
Good understanding of learning processes, child development and behaviour	X	
Self-motivated and ability to use initiative	X	
Ability to establish positive expectations of pupil behaviour.	X	
Personal		
A diplomatic and patient approach.	X	
Able to appropriately deal with confidential information/situations	X	
Efficient and meticulous in organisation.	X	
Awareness of sensitivity and confidentiality issues and the commitment to deal	X	
Other		
Commitment to working within CBSC Safeguarding Policy & Procedures	X	
Commitment to high standards and expectations	X	
High levels of Professional integrity energy and enthusiasm	X	