



## **JOB DESCRIPTION**

**POST TITLE:** EAL Teaching Assistant – Secondary  
**RESPONSIBLE TO:** EAL Lead  
**RESPONSIBLE FOR:** Provision of EAL support to children across the school

### **Overall Objectives of the Post:**

To work under the guidance of the EAL Lead with pupils, families, and staff to support the successful integration of EAL students into Grove Academy. To be responsible for the achievement and progress of pupils for whom English is an additional language.

### **Key Tasks of the Post:**

#### ***1. To provide English language teaching and support to meet the needs of children for whom English is an additional language. You will:***

- Provide appropriate pastoral support to newly arrived EAL pupils and their families.
- Participate in the admissions of new arrivals, including conducting an initial EAL assessment and sharing information with staff.
- Assist in the planning and preparation of lessons attended by EAL pupils.
- Work with colleagues to develop appropriate resources.
- Work either within the classroom, within small groups or on a one-to-one basis with EAL pupils to provide language support specific to the curriculum.
- Develop pupils' competence in English for both social and academic purposes
- Collaborate in devising and implementing teaching strategies that provide support and practice in talking, listening, reading and writing skills in English.
- Maintain records and provide reports of EAL pupils' progress at the school in accordance with the EAL assessment framework.
- Support colleagues to develop their knowledge of the linguistic, cultural and religious backgrounds of children and their families and the social and political factors which affect their lives
- Develop and maintain a good home-school partnership with the guidance of the EAL co-ordinator ; consult with and inform parents of the progress, attainment and attitudes of their children.
- Contribute to the management of EAL students' behaviour and encourage the student to conform to the schools expectations related to behaviour.

#### ***2. You will also be required to:***

- Attend relevant school meetings and undertake personal professional development.
- Support with data collection, analysis and interpretation
- Liaise with the EAL Lead to complete action plans and targets linked to school improvement
- Comply with school policies and procedures related to Child Protection and Safeguarding, Health & Safety, Inclusion and SEND, Disability Equality Duty, Information Sharing and Data Protection.

**Necessary Experience:**

- Good standard of general education together with good literacy and numeracy skills.
- Preferably some experience of working with children.
- Be able to use basic technology
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage students to interact with others and be socially responsible.
- Experience of teaching/supporting EAL students and to be able to offer another language (s) in addition to English.