



Thomas Deacon Academy



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Application Information Pack

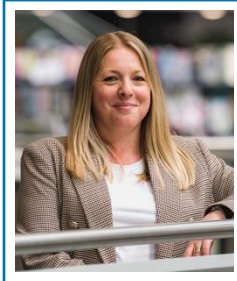
English as an Additional Language Teaching Assistant



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	English as an additional language (EAL) Teaching Assistant
Reports to	Subject Lead for English, Literacy and Multilingualism
Salary/Grade	Pathway 3, Point 9-13
Date Last Evaluated	Mar 2026
Core Purpose	Working under the guidance of Subject Lead to provide support in addressing the needs of students who need particular help to overcome barriers to learning.

Key Responsibilities

Supporting the Student

- To work with the Multilingual (EAL) lead to induct and assess newly arrived pupils to determine level of EAL support after entry into school.
- To work with the Multilingual lead to identify and prioritise pupils requiring EAL support and develop short-term induction.
- To work with the Multilingual lead to ensure that challenging and detailed schemes of work are in place for EAL students
- To work with the Multilingual lead to plan and deliver intervention sessions including small group and one-to-one as necessary
- Encourage and promote the inclusion and acceptance of all students.
- Aid the learning of students by:
 - Clarifying and explaining instructions;
 - Ensuring that the young person is able to use the equipment and materials provided;
 - Motivating and encouraging the young person as required;
- Liaise with specialist services and external agencies on behalf of individual students
- Provide feedback to students in relation to progress and achievement.
- Promote literacy and numeracy.
- Assisting with the production of appropriate material for students for whom English is an additional language.
- Assisting with an induction programme for new students.



- Promote strategies to overcome barriers to learning for students with EAL.
- Assisting with school and home liaison
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy).
- Work with departments in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide detailed and regular feedback on student achievement, progress and other matters.
- Working with Year Teams and key members of staff to support students transitioning across key stages

Supporting the Curriculum

- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Implement agreed learning activities/teaching programmes, adjusting activities according to students' needs.
- Help students to access learning activities through specialist support.
- Implement TDET pedagogy model

Supporting the Academy

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, dealing with/reporting concerns to an appropriate person
- Be responsible for the provision of out-of-academy learning activities within guidelines established by the academy. Supervise students on visits and trips as required
- Contribute to upholding the core values and ethos of the academy.
- Support the AP and SEND Coordinator in the review, implementation, development and monitoring of individual learning plans.
- Attend team and staff meetings and ensure minutes are followed up if unable to attend.
- Take part in the academy's staff development programme by participating in arrangements and opportunities for continuous professional development.
- Alert the DVP/SEND Coordinator of any persistent or major problems being experienced by students and contribute towards a solution.



- Establish good relationships, encourage good working practices and support other members of staff.
- Collate evidence for exam concessions.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or



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It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.





Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE Maths & English	E	A
Knowledge & Understanding		
Basic knowledge of Microsoft package	D	A/I
Skills & Abilities		
Ability to communicate with students and staff	E	A/I
Ability to be flexible, reliable and punctual	E	A/I
High levels of concentration and stamina	E	A/I
Possess precise attention to detail	E	A/I
Basic computer skills	D	A/I
Experience		
Have previous experience in an exams setting	D	A/I
Have experience working in a school environment	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation
R – References



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