Job title: Teaching Assistant - EAL

| Salary / grade range | Grade 4 Scp 7-11 |
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| Location | Co-op Academy Manchester |
| Reports to | Head of EAL |

| Purpose of role:   * To develop the provision for students with EAL needs across the academy. * To deliver interventions and to work collaboratively with teachers to enable students where English is an additional language to acquire English language skills and engage with the curriculum |
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| Key accountabilities (and specific duties / responsibilities):  .   * Using curriculum developed by teachers or the Head of EAL you will plan, deliver, monitor and review a range of curriculum/literacy based interventions to develop students’ English language skills and subject knowledge including in class support. * Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations * Carry out English language assessments for international new arrivals * Encourage the acceptance and inclusion of students where English is an additional language * Consult with the appropriate colleagues and external specialists to develop the Academy’s provision where English is an additional language, disseminating advice and guidance to academy colleagues. * Support new colleagues within the EAL team during their induction period, highlighting any training needs to the Head of EAL * Encourage students to act independently and to become independent learners. * Implement the Academy’s behaviour management system, promoting positive values and good behaviour, dealing promptly with conflict and incidents * Support the assessment process: administer routine tests and undertake routine marking of students’ work where English is an additional language. * Give regular feedback to students, teachers and parents/carers on students progress and attitude to learning, participating in feedback meetings with parents/carers and inputting EAL student data to support report writingLiaise with teaching colleagues to ensure that the delivery of lessons are appropriate for EAL students and that the necessary action is taken to differentiate for students where English is an additional language, contributing to the development of Teacher lesson plans where necessary * Update and maintain student records for EAL students, ensuring student passports are accurate and up to date * Administer routine tests and undertake marking of EAL student work * Attend and contribute to EAL departmental meetings * Support students’ access arrangements, acting as a scribe, reader or prompter as required. * Inform the Head of Year where pastoral support is required for EAL students, supporting EAL students where they are subject to the invigilation of tests and examinations * Support the development of positive student attitudes, motivation and engagement. * Supervising whole classes occasionally during the short-term unforeseen absence of a teacher * Undertake relevant training as required to support the functions of the post and to enhance   personal development.   * Undertake any other duties as specified by the Head of EAL and Principal * Ensure that statutory and Ofsted requirements for safeguarding are followed and met, safeguarding the welfare of all children at Co-op Academy Manchester |
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| Personal attributes required (based on job description): | | | | |
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| Attributes | | All attributes are essential, unless indicated below as ‘desirable’ | | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications   * GCSE Maths & English Grade C/4 and above, or equivalent * Level 3 or equivalent in any subject area * TEFL Qualification | | D  D | | A/I  A/I  A/I  A/I |
| Experience   * Experience of supporting students with EAL * Experience of working collaboratively with teachers to ensure that the needs of EAL students are met * Experience of Planning and delivering a programme of work and evaluating its impact | | D | | A/I  A/I  A/I  A/I |
| Skills, Ability, Knowledge   * Interpersonal skills to build and maintain effective   relationships with all students and colleagues   * Communication skills to liaise sensitively with students, parents, carers and colleagues, both verbally and in writing * Knowledge of strategies for raising the standards of attainment for EAL students * Ability to assess English language skills of students * Knowledge of relevant education based IT systems including Google suite, SIMS, CPOMs * Review and evaluation skills through monitoring and evaluating student progress and the impact of intervention strategies | | D  D  D  D | | I  I  A/I  A/I  A/I |
| Personal Qualities   * Support and actively promote the values and beliefs of the Academy * Commitment to the safeguarding of children and young people * Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities in your own position within these * To continually improve own practice/knowledge through self evaluation and CPD * Initiative and confidence to advocate for EAL students | |  | | A/I  A/I  I |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.