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**Support Staff Job Description**

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| **Support Staff Team:** | Inclusion Team |
| **Post Title:** | **EAL Tutor**  |
| **Purpose:** | To ensure students for whom English is an Additional Language make progress and achieve maximum benefit from the school despite language barriers or cultural variances. |
| **Reporting to:** | SENCO or Assistant SENCO  |
| **Key Success Indicators:** | * Ensure analysis of progress by students has been made
* To produce termly reports that show:
	+ Progress of EAL students identified as requiring specific intervention by PMs/SLT.
	+ The reduction in EAL students significantly below their targets across each year group (but above L4 or FLT criteria).
* To compile an annual portfolio of qualitative evidence that shows the impact of your role (including programmes delivered, students supported, feedback received etc)
* Staff training record
* Support for students with EAL needs is taking place
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| **Liaising with:** | Attendance OfficerAdmissions OfficerProgress ManagersGeneral Support AssistantsLearning CoachesClass teachersHead of Learning Community |
| **Working time:** | Term Time at 30 hrs per week |
| **Salary/Grade:** | Grade 5 |
| **Main (Core) Duties** |
| **Support individual learning needs** | * Analyse prior data for students
* Initiate and maintain supportive contact with parents
* Attend admission meeting to support students transition
* Provide effective support for EAL students through interpreting key words, lesson objectives and activity instructions
* Leading small group work sessions to assist students in achieving targets and monitoring progress
* Prepare individual programmes of support and assess progresse
* Keep accurate concise records of support and progress
* Ensure all stakeholders have up to date information (student, staff & parents)
* Liaise with Learning Coaches and progress managers to provide information on student progress / concerns
* Liaise with the careers staff to assist students in making appropriate choices.
* Support and monitor progress of Monitored Transfer students or IYFA students, liaise with their previous school
* Lead on and communicate the Young Interpreter coordinators programme
* Identify and complete NALDIC assessment on students and use information to identify further support required
* Oversee and support the work of the EAL GSA to ensure all identified students receive additional support
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| **Contribute to lesson planning and delivery** | * Provide class teachers with a particular insight into EAL students’ knowledge and understanding of curriculum
* Contribute ideas to the planning of teaching and the assessment of learning for EAL learners
* Provide culturally and linguistically diverse resources for the lesson.
* Ensure that students understand what an instruction means
* Prepare specialised resources for identified students
* Advise teachers on strategies for students
* Liaise with colleagues when students require more specific emotional, behavioural or medical needs
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| **Staff development** | * Audit staff training needs (both for inclusion team and teaching colleagues)
* Contribute to school awareness of the needs of EAL students
* Deliver training sessions for colleagues
* Monitor implementation of training
* Evaluate impact on students
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| **School Organisation** | * To work alongside all members of staff within the zones to ensure the highest standards in the learning environment is fostered and maintained.
* To monitor student behaviour and ensure smooth transition between lessons
* To carry out break and lunch time supervision as requested
* To support the planning and delivery of community time activities
* To deliver aspects of the school’s Extended Learning Programme
* To cover lessons as required
* Following school policies and procedures especially those relating  to Child Protection and Health and Safety
* Exam Invigilation
* Weekly lunchtime & break time duties
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| **Legislation Compliant** | * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
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| **Other Specific Duties** |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees 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.Employees are expected to be courteous to colleagues and provide a welcoming, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversationsThis job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

Date:

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