

JOB DESCRIPTION

Job Title:	EAL Support Assistant (Afghan Resettlement Programme) – Term time only - 32.5 hours per week
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Directorate:	People	Salary:	Term time only 39 weeks £23,355 - £27,547 per year plus £567 London Weighting (FTE £31,015 - £36,581 per year plus £753 London Weighting)
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Section:	English as an Additional Language Team	Grade:	BG-H SCP 15 - 24
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Location:	Time Square	Work Style:	Fixed Rota
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Key Objectives of the role

- To be an integral part of the Support for Learning and EAL Team, working collaboratively with colleagues across all departments.
- To contribute to the Directorate's main goal, which is to help all children and young people to fulfil their learning potential.
- To provide support in schools for EAL children.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To work within the EAL advisory service to support the **Afghan** children settle into their educational settings.
2. To follow set targets to support the learning of English to **mostly beginner level students who may have had very little prior education.**
3. To carry out or support the translating/ facilitating of key academic (Primary/ Secondary level) vocabulary (**in Pashto / Farsi / Dari**) to enable these Children and Young People to access the curriculum/ learn basic literacy skills.
4. To translate/ facilitate key documents for families and the LA as and when required.
5. To act as an interpreter/ to facilitate where required at the occasional school-based meetings when the need arises.
6. To work with designated children and deliver targets set by the EAL Advisor and school teaching staff.

Scope of role

To support the Council's goals in improving the outcomes for vulnerable children and young people.

To work in close liaison with other children's services and professionals within Education & Learning (People Directorate) including Health, to support children, young people and schools.

To ensure that safeguarding is a key tenet of your professional role.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Experience in supporting English as an additional language in schools. Understanding that EAL is teaching English children through the curriculum - it is not teaching English as a foreign language. Demonstrate the ability to work effectively and sensitively and to build good relationships with young people and professionals. Demonstrate the ability to set high standards and contribute to a positive staff culture. Demonstrate the ability to communicate effectively both orally and in the written form.	Appropriate EAL experience. Fluent in Dari / Pashto / Farsi & English (literacy/oracy). To be able to demonstrate a high level of personal motivation, with a strong sense of commitment to the authority and support for the Council's objectives. To be able to demonstrate effective interpersonal, presentational and teamwork skills.
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.	
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Access to a vehicle. The post is based in a number of schools across the borough. The post holder will be required to travel to a number of schools each week.	
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.	

This post is exempt from the Rehabilitation of Offenders Act 1974.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.