

The Roseland Multi-Academy Trust
JOB DESCRIPTION

Job Title:	English as an Additional Language (EAL) Tutor
Hourly rate:	£12 per hour / linked to external funding
Employment:	Casual hours, up to a maximum of 15 hours per week
Holiday entitlement:	Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 28 days' holiday during each full holiday year including public holidays in England and Wales.
Responsible to:	Chief Executive Officer, Headteacher, Leadership Team, Chair of the Trust Board, CFO, HR Manager
Direct/Indirect Supervisory Responsibility:	None
Important Functional Relationships:	Internal: Chief Executive Officer, Headteacher, Leadership Team, teaching and support staff, students. External: Trustees, Multi Academy Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.
Supervisory Responsibility:	None

Main Purpose of the Job:

To undertake a proactive role in the support of the educational and social needs of young people across the school. The English as an Additional Language (EAL) Tutor must have the ability to translate between Ukrainian and/or Russian and English, to help support the learning needs of our Ukrainian students. The EAL Tutor will provide a high level of assistance in the practical organisation of class activities, work across a range of subjects in line with the broad curriculum the students will access, undertake both group work and 1:1 work and ensure the welfare and development of students.

Duties and Responsibilities:

1. To assist individuals and groups of students in developing knowledge, skills and attitudes. To take into account the learning support required to aid students to learn as effectively as possible.
2. To establish supportive relationships with the students concerned and to encourage acceptance and inclusion of all students.
3. To encourage social integration, language acquisition and individual development of students. To promote and develop student's positive self-esteem.
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities.
5. To assist with lunch and break time supervision of students.
6. To accompany students on educational visits and outings, as supervised.

7. To assess, monitor and record children's progress, and to give feedback to staff with regard to children's progress.
8. To assess, monitor and record students' progress, health, behaviour and general well-being. To feedback information [including concerns] regarding the well-being and educational needs of children to staff, the Wellbeing Team or Headteacher/Leadership Team as appropriate.
9. To be aware of confidential issues linked to home/student/staff/school work and to ensure the confidentiality of such sensitive information.
10. To supervise an individual or small groups of students within a class under the overall control of the teacher.
11. To carry out administrative tasks associated with all of the duties as directed.
12. To remain aware and work within all relevant school and Trust working practices, policies and procedures.
13. To be aware of and work in accordance with the Trust's safeguarding and child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
14. You will be based at Tregony Primary School but you may be required to work at other schools within the Trust, as directed by the Headteacher/CEO.
15. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, safeguarding, equality and data protection.
16. Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
17. Be responsible for your own continuing self-development, undertaking training as appropriate.
18. To undertake other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

PERSON SPECIFICATION

<u>Relevant Experience</u>	A good understanding of child development and learning processes. An understanding of the challenges of dealing with students who may have EAL/SEN and/or disability. The ability to motivate and support students in their learning and personal development.
<u>Education & Training</u>	Relevant work experience within a school/college environment. Knowledge of safeguarding.
<u>Special Knowledge & Skills</u>	Ability to translate between Ukrainian and/or Russian and English. Able to assist students with welfare matters and be approachable and sensitive to the needs of all students. Ability to work on own initiative and within a team. Organisation and communication. Reliable, honest, trustworthy, excellent time keeping.
<u>Any Additional Factors</u>	Team player. Professional, tactful and sensitive. Discreet and confidential. Enjoys working with young people.