



Job Description

JOB TITLE	EAL Tutor
JOB FAMILY	Education Support
PHASE	Secondary
HOURS	37 hours per week, 38 weeks per year
REPORTING TO	Associate Leader
RESPONSIBLE FOR	Small group teaching and individual tutoring provision for students with English as an additional language (EAL); supporting wider school literacy programmes

Job Purpose

- To deliver small group teaching and individual tutoring support for students with English as an additional language (EAL)
- To support the raising of attainment through the whole-school literacy programme
- Delivering inclusive and adaptive teaching within the EAL sessions, setting high expectations and promoting literacy
- Promoting the use of metacognitive thinking teaching and learning strategies for all students within the classroom.
- To conduct regular parental liaison; working collaboratively with them to support the aims of the EAL program.
- Contribute to the effective organisation of the Academy with administrative and clerical support

Duties and Responsibilities

- Promoting positive values, attitudes and good student behaviour working closely with Associate Leader to support key students.
- Promote the importance of high levels of attendance; supporting pupils to increase attendance to class where appropriate.
- Increasing positive engagement with school by providing feedback, rewards and incentives to students regarding their progress and achievement.
- Actively seek opportunities to grow students' aspirations; preparing group activities/ workshops, clubs and enrichment trips where appropriate



- To undertake planned supervision of students during break times. on visits and school trips and other out of school activities as required. To be willing to support break and lunch time supervision e.g. educational games, homework clubs etc. where necessary
- Be the first point of contact for identified parents; provide regular updates to parents and liaise with them to support the aims of the EAL program.
- To liaise sensitively and effectively with parents / carers and other agencies as required. and participate in feedback sessions or other meetings as directed.
- Be responsible for tracking progress across subjects and liaising with teachers where progress is a concern to identify intervention strategies; supporting the raising of attainment.
- To provide objective and accurate feedback and reports to teachers and line manager on student achievement, progress and other matters as required ensuring the availability of appropriate evidence.
- Ensure that records and relevant data analysis is kept up to date; reporting to the Assistant Principal for Analysis and Impact as appropriate.
- Be prepared to visit other providers of alternative provision and or mentoring programmes to capture best practice and to integrate ideas into current practice.
- Be prepared to collect student voice to evaluate the quality of the provision and to take action to secure improvement.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Communicate their knowledge and understanding of pupils to other school staff and education. health and social care professionals, so that informed decision making can take place on intervention and provision.
- Develop effective professional relationships with colleagues



Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils.
- Representing the school at Open Evening and parents' evenings as required, with variation to working hours as agreed by line manager.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures
- Attend meetings and training sessions as required

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.



- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at TSAT Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of EAL Tutor

Name:

Signed:

Date: