



Abbey Court School

ABBHEY COURT SCHOOL

‘We grow people’



EAL ASSISTANT



November 2021

Dear Applicant

ENGLISH as an ADDITIONAL LANGUAGE ASSISTANT

Thank you for responding to our advertisement and showing an interest in this position.

Abbey Court has been rated 'outstanding' by Ofsted at the last three successive inspections.

This information booklet provides details about both the school and the position in question, including Job Description and Person Specification.

The closing date for applications is 4pm on 29 November 2021. Please note that we will follow up on references in advance of interview.

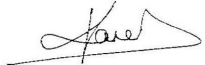
Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Disclosure and Barring Service certificate, satisfactory references and medical clearance.

To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Karen Joy
Headteacher



WORKING AS AN EAL ASSISTANT AT ABBEY COURT SCHOOL

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery and Primary School in Cliffe Road, Strood, and Secondary School and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

Visit our website and view our recruitment video at....

<https://www.abbeycourt.medway.sch.uk/1308/working-at-abbey-court-school>

Days and Hours

This is a term time only post. Daily working hours will be 8.45pm—3.45pm, 3 days per week. A flexible approach to each working day is expected by all postholders.

Salary

The successful candidate will be employed on Medway Scale C1 (£22,183—£25,481 pro rata) + SEN allowance (£1,324).

Holidays

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Qualification/ registration to professional body
- ⇒ Medical clearance
- ⇒ 2 x references

Interviews will take place as soon as possible after the closing date, and the panel and details of interview format will be advised to invited candidates.





School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and *every* member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

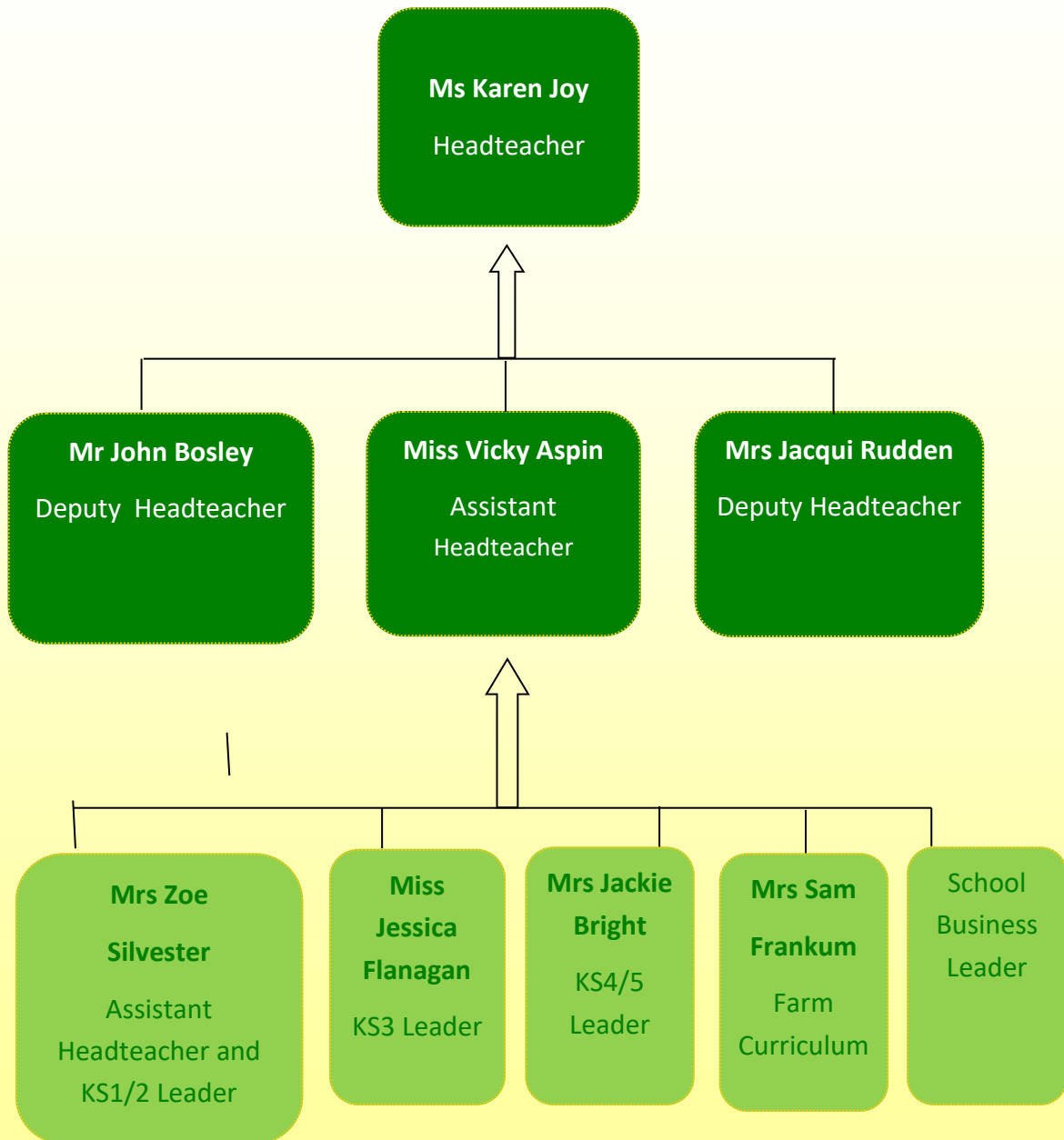
- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



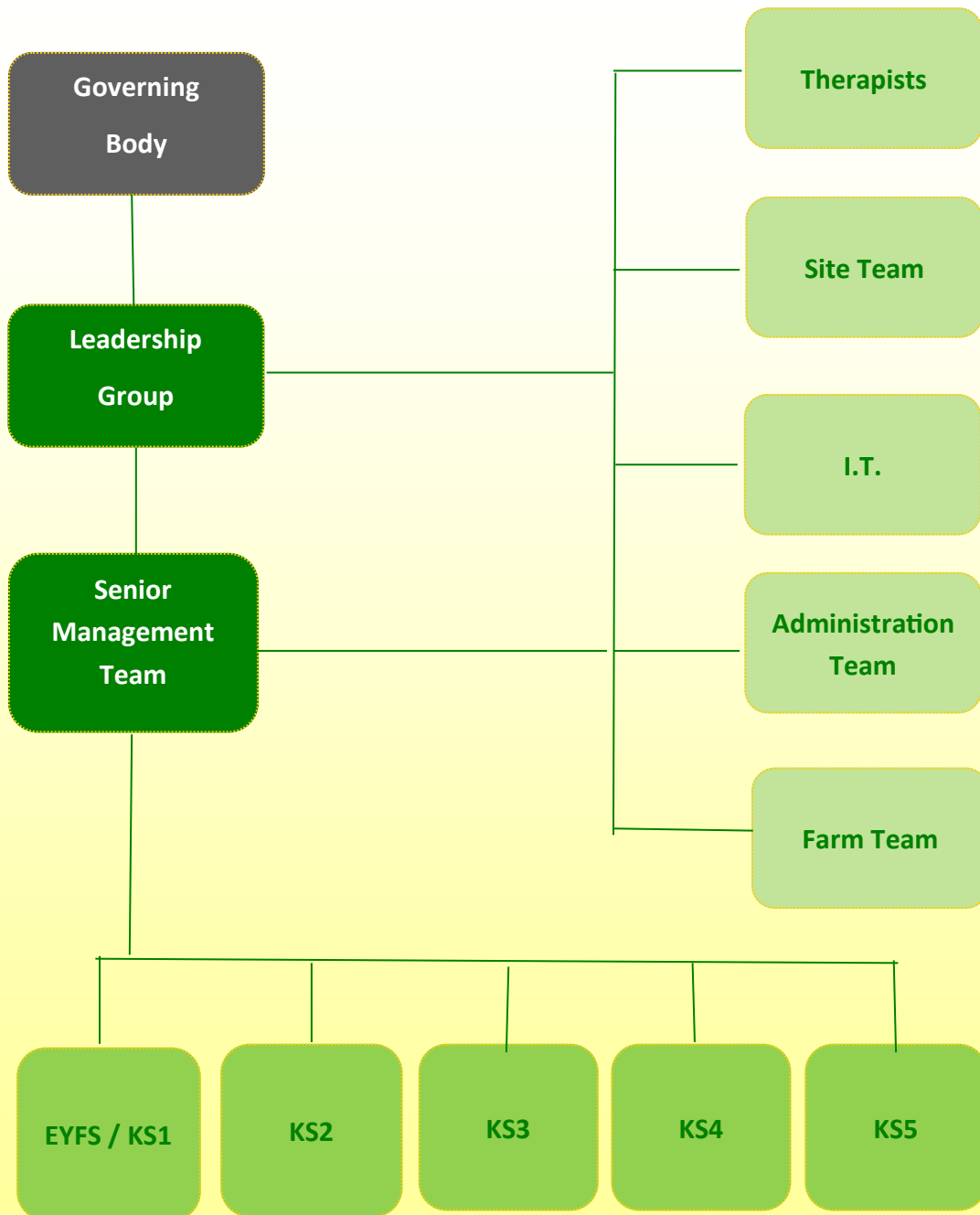
ADDITIONAL INFORMATION

1. Line Management Structure

Leadership & Senior Management Teams



Whole School



JOB DESCRIPTION

- HOURS:** (3 days per week) term time only - 8.45am – 3.45pm
- SALARY SCALE:** Medway Scale C1, points 6 - 19 (pro-rata) + SEN
- LOCATION:** To work across both school sites, as school organisational needs demand.
- REPORTS TO:**
1. Key Stage Leaders
 2. Deputy Headteacher(s)
 3. Headteacher, who has overall responsibility for the school.

RESPONSIBILITIES AND DUTIES:

To assist teachers in raising levels of achievement of minority ethnic and EAL pupils across the curriculum. The EAL Support Assistant will be deployed in any of the school classrooms. The EAL Support Assistant will work with class teachers and teaching assistants – being deployed in a variety of educational settings both within and outside school, with individual or groups of pupils as required.



GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To support EAL pupils to maximise their progress across the curriculum.
2. To develop initiatives which provide learning and continuity between home and school.
3. To assess the English Language strengths, weaknesses and needs of EAL pupils and to advise staff so that progress is maximised.



4. To assist teachers in planning for the individual needs of EAL pupils and to support delivery of these plans.
5. To maintain records of planning, delivery and pupil progress and assist teachers in setting targets for EAL pupils.
6. To complete reports on individual pupils as required.
7. To assist and work alongside teachers in the selection, creation and adaptation of the curriculum appropriate to the needs of the pupils.
8. To advise on the provision of appropriate, specific and differentiated resources and all matters relevant to the post.
9. Support liaison between home and school and community e.g. parents' evenings, annual reviews and to set up a parents' focus group relating to the provision of EAL at the school.
10. To use knowledge of pupils' home background to advise on their academic, cultural, personal, social and spiritual development.
11. To liaise effectively with all school staff and outside agencies.
12. Contribute to the ethos and multicultural needs of the school.



13. To scrutinise data regarding the progress of EAL pupils and to advise on performance improvements as appropriate,
14. To provide staff development as appropriate and to develop own professional expertise via CPD opportunities.
15. To keep relevant policies updated eg. Racial Equality Policy and to advise senior staff on the effectiveness of their implementation.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.



PERSON SPECIFICATION

Applications will be short-listed on the basis of the following criteria.

In your application please show, with relevant examples, how you meet the requirements detailed.

Interest in and enthusiasm for working with pupils/children with special educational needs and EAL pupils.

An understanding of the needs of pupils with SLD.

The ability to be an effective team member.

A flexible approach.

General good health.

The ability to follow instruction/direction from a range of professionals.

The ability to form good relationships with pupils of all ages.

A "professional" approach and attitude.

A sense of humour.

The ability to observe and make relevant oral or written comments about pupils' behaviour, progress and development.

The possession of a "child-centred" philosophy.

Ability to remain level-headed in a crisis.

Good organisational skills.

Ability to take the initiative when required.





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Cliffe Road
Strood
Kent
ME2 3DL

Secondary School & Further Education
Rede Court Road
Strood
Kent
ME2 3SP

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: office@abbeycourt.medway.sch.uk



**“I am incredibly
overwhelmed with
the amount of
training offered at
Abbey Court School.”**

**“Team work,
training and
quality of resources
are strengths.”**

**“The moment I
stepped inside the
school, the
atmosphere was
positive.”**

Staff Survey

