



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

EAL COORDINATOR WITH LEARNING SUPPORT ASSISTANT RESPONSIBILITIES

JOB DESCRIPTION

Job Purpose

To provide support for students from all key stages alongside bespoke support for students with EAL need.

Key Accountabilities (EAL):

- To assess the capabilities of new students with EAL and provide summaries of need for key staff
- To liaise with teaching staff in the development of appropriate materials and resources to support students' learning
- Support the preparation and integration of students into a classroom setting
- To help test and monitor ongoing needs of the students to best support teaching
- To provide an EAL curriculum which best develops and supports the ongoing requirements of students' abilities and needs

Key Accountabilities (LSA):

- To provide direct classroom support for those students who have been identified as having special educational needs.
- To provide students with a 'contact person' who will have time to work through specific problems with the work/home learning.
- To assist students, by applying various learning strategies, through group or individual work.
- To provide support for class teacher with the preparation of appropriate materials based upon the specific needs of the student.
- To maintain consistent records, which indicate the work carried out and the progress made by designated students.
- To liaise with the class teacher in identifying and helping any other student in the class who may at times require additional support
- To have access to and knowledge of individual EHCPs and to understand the learning objectives and targets set for individual students.
- To have the opportunity for professional learning and practice development.
- To support interventions for key students at mentor and lesson time.
- To update students provision map where suitable and required.