



EAL Teaching Assistant

Maternity cover (fixed term contract)

January 2024 - December 2024

LBR 3, scale point 6

Salary range: £27,438 FTE; £23,396 actual salary

Application Pack



Wanstead High School

Education with Character

Redbridge Lane West, Wanstead, London E11 2JZ

- Tel: 020 8989 2791 • Email: whs@wansteadhigh.co.uk
- Website: www.wansteadhigh.co.uk



Headteacher: Miss E Hillman

December 2023

Dear Prospective Candidate,

Thank you for showing an interest in our school.

I have been Headteacher since September 2022 and am loving the school, the pupils and the commitment to 'Education with Character'. This is a great place to be with great staff, a welcoming atmosphere, opportunities for growth and development via a robust CPD programme at all levels and strong links with local schools; including being part of the Seven Kings Teaching Alliance. Behaviour for learning is excellent and pupils are polite, engaging and motivated. They really are truly amazing young people with bags of character and creativity.

The school is clear about its development priorities and aspires to be outstanding in all areas over the next 3-5 years. This is currently a good school but we are clear about our strengths and areas for development.

Quality assurance has not shown typicality in previous years and we have developed new models of monitoring, evaluation and review and appraisal to make sure staff really do grow and develop - a high challenge, low threat approach supported by line management and instructional coaching. We believe that all staff want to be better teachers and educators and need to find the right systems to make it happen, rather than outdated 'speed camera' models of reviewing teaching and learning. This is an exciting place to grow and develop as a teacher and leader.

Whilst we want to ensure change as per our School Development Plan, we are also committed to ensuring this is a truly great place for staff to work - we constantly consider well-being and offer great perks for teachers like the opportunity to leave school if staff have free periods for the rest of the day, as long as directed time is made up elsewhere. Support staff will benefit from appraisal and associated CPD being introduced in 2023-24. We also offer free tea and coffee in the staff room and are looking to develop a much more active staff social life in the future for those who like this sort of thing!!.

We are looking for an enthusiastic, diligent and passionate professional to join our EAL department on a fixed term contract (maternity cover). We are looking to appoint a candidate confident in helping pupils aged 11-16 across various GCSE subjects and who is interested in supporting pupils with English as an Additional Language. This post would suit candidates with previous TA or school experience and who are, ideally, able to speak other language(s).

Wanstead High School seeks to enable all pupils to achieve the highest academic standards, with a particular focus on narrowing the disadvantaged gap. The current Ofsted grade is "Good" and we need to endeavour to retain this in the next inspection and ultimately aim for the stars!

We welcome visits to the school and I am happy to talk over the phone to anyone about the role and/or school. We currently have a large building project taking place, but I hope you will have the vision to look beyond the temporary facade. Please do not hesitate to get in touch and learn more about this amazing school. The summary School Improvement Plan is available on the website (the website is again, a work in progress).

Yours sincerely,

Emma Hillman
Headteacher

Application Requirements

Please write a statement in support of your application.

This must address the person specification

Statements in support of your application should be no longer than two sides of A4.

The closing date for this post is 08.00 on Thursday 04 January 2024 although outstanding candidates may be interviewed before the closing date. Completed applications should be returned by email to recruitment@wansteadhigh.co.uk. Interviews are anticipated to be held on Tuesday 09 January 2024.

If you would like to speak to the Headteacher regarding this post or if you have any questions, please contact her PA, Miss Rutland (f.rutland@wansteadhigh.co.uk).



Further Information

Full/Part time: Full-time (fixed term contract)

Start Date: January 2024 until December 2024 in the first instance (3 terms)

What We Are Looking For

We are looking for an enthusiastic, diligent and passionate professional to join our EAL department on a fixed term contract (maternity cover). We are looking to appoint a candidate confident in helping pupils aged 11-16 across various GCSE subjects and who is interested in supporting pupils with English as an Additional Language. This post would suit candidates with previous TA or school experience and who are, ideally, able to speak other language(s).

What We Offer

This is a great opportunity for candidates who are keen to work in a busy department to support pupil outcomes in a successful school that will provide great support and encouragement. We offer an outstanding opportunity for the right person to develop their career in a very pleasant, successful and innovative school. We hope that you will decide to pursue your application and that you will consider a future with us at Wanstead. Whilst you will need to work hard, we value well-being and support all staff with flexible ways of working where possible.

As part of Seven Kings Teaching School Alliance, Wanstead is able to provide a wide variety of CPD opportunities for staff at all stages of their career, both within Wanstead and the Teaching School Alliance. The post offers an excellent opportunity for the right person to develop their career within a supportive department and school.

School Information

Wanstead High School seeks to enable all pupils to achieve the highest academic standards. Overall Attainment 8 (56.0) was significantly **above** national and in the **highest** 20% in 2022. Our Progress 8 score has been positive and above average for the past 3 years, and in 2022 was +0.3.

A large number of our pupils stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 pupils from the surrounding area.

Our latest OFSTED report confirmed that we are “Good” in all areas, and our latest results are the best in the school’s history.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

There are currently approximately 1565 plus pupils on roll including almost 300 pupils in the Sixth Form. Currently there are 170 teaching and support staff. Eight forms of entry (240 pupils) are admitted at Year 7. The school encompasses a rich social and cultural diversity and 35% of pupils speak English as an additional language. There are over 35 languages spoken by the pupils. The school is heavily oversubscribed.

All pupils wear uniform except in the Sixth Form where pupils are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), pupils join one of eight/nine mixed ability tutor

groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the pupil's career. The year based pastoral system is central to the discipline and wellbeing of the pupils. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Science laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still on-going. The school is well resourced with IT equipment. There is currently a new build project which you will see if you visit - this will be a new Humanities Block and swimming pool and is therefore a joint enterprise between Leisure and Education.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.

School Vision and Aims - soon to be updated

We will provide high quality education with character: inspiring our young people, keeping them safe, and preparing them fully for life in the modern world. The strategic goals for the School are to:

- Further improve the quality of teaching and learning across the school so that all pupils receive an entitlement to excellence and to education with character
- Establish a curriculum that best meets the needs of every single pupil
- Develop high quality assessment, tracking and intervention systems to maximise the attainment and achievement of every pupil
- Ensure all pupils are safe, healthy and happy, and have the skills and qualities needed to thrive in modern Britain
- Develop leadership opportunities for all members of the school community, and ensure that our staff are fully developed as professionals in order to best meet the school's vision.

School Ethos

We expect our staff to:

- Play a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively support the school's corporate policies and aspirations
- Adhere to the staff professional code of conduct as developed collectively by staff
- Comply with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Check emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

School Site and Accessibility

Wanstead High School is committed to providing an inclusive and accessible environment for all members of our community. We recognise the importance of diversity and strive to create an atmosphere that accommodates individuals of varying abilities.

While we are actively working towards improving accessibility, it is important to note that currently, certain areas of the school are not wheelchair accessible. We estimate that approximately 70% of the school premises may pose challenges for individuals using wheelchairs.

We encourage candidates to inform us of any specific accommodation needs during the application process. We are committed to working collaboratively to provide reasonable accommodation that facilitate equal participation in the recruitment and employment process.

Wanstead High School is an equal opportunity employer and encourages applications from individuals of all backgrounds, including those with disabilities.

Job description

Job title	EAL Teaching Assistant (Level 2) (maternity cover)	Grade	LBR 3 point 6 £27,438 (FTE), £23,396 actual salary)
School	Wanstead High School		
Reports to	EAL Coordinator		
Responsible for	No Supervisory responsibility		
Hours	36 hours per week (08.20-16.30), Term Time only + 5 days Inset		
Purpose of job			
To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning and break language barriers for EAL pupils. To collaborate with classroom teachers to implement strategies that cater to the individual needs of EAL pupils. Work may be carried out in the classroom or outside the main teaching area. In your role as English as an Additional Language (EAL) Teaching Assistant, you will play a crucial part in supporting pupils who are at a range of proficiency levels in acquiring English as a second language.			
Main duties and responsibilities			
<ul style="list-style-type: none">• Providing particular support for EAL pupils, ensuring their safety and access to learning activities• Oversee and monitor the successful integration of mid-term arrivals.• Setting challenging and demanding expectations and promoting self-esteem and independence• Providing feedback to pupils in relation to progress and achievement under guidance of the teacher• Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes• Establishing constructive relationships with pupils and interacting with them according to individual needs, acting as a role model and setting high expectations• Encouraging pupils to interact with others and engage in all pupil learning activities• Using strategies, in liaison with the teacher, to support pupils to achieve learning goals• Assisting with the planning of learning activities• Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed• Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc• Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour• Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work• Establishing constructive relationships with parents/carers• Administering routine tests, invigilating exams and undertaking routine marking of pupils' work• Providing clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.			



- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- Any other duties consistent with the purpose and grade of the post.

General/ Support for the School

- Attend and participate in relevant meetings, training and other learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

Name of post holder:

Date:

Signature:

Person specification - EAL Teaching Assistant (Level 2)

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> GCSE Maths and English or equivalent, minimum grade C 	<ul style="list-style-type: none"> Completion of DfES Teacher Assistant Induction Programme NVQ 2 for Teaching Assistants or equivalent qualifications or experience EAL qualification or willingness to obtain Training in the relevant learning strategies e.g. literacy. First Aid Qualification/ training
Experience	
<ul style="list-style-type: none"> Experience of working with, or caring for, children of relevant age Ability to work one to one and with groups of pupils in a classroom environment 	<ul style="list-style-type: none"> Relevant experience working with EAL students Evidence of working with pupils with a variety of proficiency levels of English and special educational needs Experience of working successfully as part of a team
Skills, Knowledge and Understanding	
<ul style="list-style-type: none"> Understanding of relevant policies/codes of practice and awareness of relevant legislation Basic understanding of child development and learning Good numeracy and literacy skills IT skills and ability to use it effectively to support learning 	<ul style="list-style-type: none"> General understanding of national curriculum and other basic learning programmes Knowledge of EAL teaching and learning strategies and resources is advantageous Effective use of other equipment technology - video/photocopier etc Understanding of target setting and action plans Awareness of the range of strategies to address differing needs in a mixed ability classroom
Personal Qualities	
<ul style="list-style-type: none"> Excellent verbal and written communication skills Ability to relate well to children and adults Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Ability to maintain professional integrity, even when under pressure Flexibility and resilience Emotional intelligence Reliability, honesty and trustworthiness, demonstrating highest professional standards Commitment to ongoing professional and personal development 	<ul style="list-style-type: none"> Ability to identify own targets and areas for professional development Ability to speak other language(s)

