



## **Plashtet School**

### **Temporary EAL Roma Support Worker**

### **Job Description/Person Specification**

**Responsible to:** EAL Curriculum Leader

**Scale:** 3 point 5

**Hours:** 0.6/3 days per week part-time, term-time only

**Salary:** £12,839

**Disclosure level:** Enhanced

**Contract:** Temporary

**Purpose:** To support the education and welfare of Roma students. The support worker needs to have ability/fluency in one or some of the following languages: Polish, Romanian, Slovak, Czech or other Eastern European languages.

#### **Principal Duties and Responsibilities:**

1. To take every opportunity to develop Roma students' English language, reading, numeracy and related skills.
2. To assist the teacher in setting appropriately challenging expectations of students, with a focus on EAL development, and supporting students to achieve these.
3. To use a range of supporting techniques, including ICT and bilingual resources, in consultation with relevant teachers.
4. To contribute to the production and maintenance of classroom resources and displays in consultation with the Curriculum Leader of EAL.
5. To help train students in the individual and collaborative study skills necessary for learning.
6. To assist in observing, monitoring and recording the performance of individual Roma students, especially their progress in English as an additional language (EAL).
7. To carry out bilingual assessments of students' prior educational achievement and to work with teachers to respond appropriately to Roma students' individual needs.
8. To liaise with the parents of Roma students to enhance their understanding of the British education system and ways in which they can support their children's attendance and learning.
9. To attend scheduled parent/carers evenings and to assist in the organisation and delivery of meetings specifically for the parents/carers of Roma students.
10. To adopt a mentoring role in order to support identified Roma students, paying particular attention to factors such as personal organisation and motivation, in order to ensure that these students achieve their full potential.
11. To contribute to extra-curricular support for Roma students, e.g. study clubs in consultation with the Curriculum Leader of EAL.
12. To support the transition of Roma students from Year 6 to Year 7.
13. To maintain confidentiality at all times with regard to targeted students.

14. To take part in relevant training, appraisal arrangements and other meetings as directed, in normal contracted working hours.
15. To contribute towards staff training about the Roma community.
16. Undertake other appropriate duties relevant to the purpose of the post as reasonably required by the Head Teacher and the Curriculum Leader of EAL.

### **Person Specification/Qualities of a successful candidate:**

- The ability to speak either Polish or Romanian
- Interest in working with disadvantaged groups
- Good interpersonal skills
- Ability to identify key information
- Ability to deal with sensitive issues
- Understanding of confidentiality
- Comfortable speaking on the phone
- A good standard of written and spoken English
- A non-judgmental approach
- Ability to adhere to organisational policies/procedures
- Educational establishment experience or support worker experience

### **Equal Opportunities**

At Plashet School we are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **Notes**

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the EAL teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out ensuring compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Undertaking the necessary training required in order to keep up-to-date with developments as identified through the Appraisal Process.

Performing other such duties of a similar nature as from time to time may be required.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.

