**Job Description**

**Academy:** Leeds East Academy  
**Job Title:** Romanian Speaking EAL Teaching Assistant  
**Grade:** C1.22 - .25 £20,661 - £22,658  
Pro Rata £17,593 - £19,293  
**Accountable to:** Team Leader for EAL & Assistant Principal with responsibility to EAL

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**Role:**

**Purpose of job:** To support our increasing number of Romanian EAL students in small groups and on a 1:1 basis. To ensure students who are new to English entering the academy, have the best possible starting points from which to progress. To work with the EAL leader in overseeing excellent induction and intervention programmes, in order to maximise the achieved outcome for our students.

**Responsible for:** The accelerated progress of our New to English Romanian students, ensuring that they can access the curriculum we offer through rapid acquisition of the English language.

**NB:** All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children’s Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.

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**General Duties and Responsibilities:**

- We are seeking a skilled Teaching Assistant who can speak Romanian fluently to support students from Romania in small groups and on a 1:1 basis. This role will involve communication with Romanian parents and using excellent communication skills to build relationships with and between parents, staff and students.

- You will be integral in accelerating the progress of secondary school students as you support with induction sessions on arrival and the following intervention necessary to break down the barriers to learning through effective language coaching.

- This rewarding role will be varied as you will support different year groups as well as working alongside the EAL lead and Senior Leaders to facilitate meetings with Romanian parents who do not have a strong level of English.

- You will be able to differentiate classwork and activities according to ability and plan, create and use appropriate resources for your students.
• The successful candidate will also assist with the development, management and use of resources, and aid the EAL Lead with planning and Schemes of Learning.

• You will play a vital role regarding in-class support, be it aiding subject teachers with their EAL provision in the planning process or as in-class support, yourself.

• You will work with Senior Leaders to help provide high quality whole school CPD on the topic of EAL – driving standards forward in the classroom.

• Track and monitor the attendance and progress of EAL students and implement appropriate interventions.

• To promote the inclusion and acceptance of all students within the classroom.

• To support students consistently whilst recognising and responding to their individual needs.

• Invigilate exams/tests and provide support as a Scribe/Reader where requested.

• To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

• Planning Intervention and implementing agreed learning activities and programmes, adjusting activities according to student response/needs. Whilst monitoring and evaluating student responses to learning activities and ensuring a smooth reintegration back into mainstream lesson with clear communication for Teaching Staff.

• To encourage students to interact and work co-operatively with others and engage all students in activities.

• To promote independence and employ strategies to recognise and reward achievement of the academy core values. To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

• To support students consistently whilst recognising and responding to their individual needs including: social, emotional, health, physical, hygiene, education and welfare.

• To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

Other duties

• To carry out morning, break, lunch and after school duties as required by the leadership team and supervision of EAL students during those times, where necessary.
Carry out any other duties as directed by the Principal.

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.
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