



THE GRANGE  
ACADEMY  
LIBERTAS PER CULTUM

# EAL Teaching Assistant Recruitment Pack



**Knowledge, Aspiration, Respect**

The Grange Academy | London Road | Bushey WD23 3AA

General switchboard: +44 (2)089 509502 | [thegrange.futureacademies.org](http://thegrange.futureacademies.org)



## Welcome to The Grange Academy, and Future Academies

Dear Applicant,

Thank you for your interest in the position of EAL Teaching Assistant for The Grange Academy. I am delighted that you are considering applying for a position at our trust.

The Grange Academy is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire. Situated within parkland, and close to excellent transport links, The Grange admits students from the ages of 11 to 18.

The Grange Academy is passionate about diversity and inclusivity and we welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

This is a superb and exciting opportunity for a bright, passionate and socially-minded individual to join our team as EAL teaching assistant to provide support for pupils, the teacher and the school for children who speak English as an additional language.

The Grange Academy is a proud member of Future Academies: A multi-academy trust, founded to improve the life chances and raise the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - **Knowledge, Aspiration, and Respect** - and our motto, **libertas per cultum** ('freedom through education').

Future Academies currently comprises of ten schools across London and Hertfordshire. Further information is available on the Trust website [Future Academies - Academies](#).

If you would like to discuss the role at The Grange Academy in more detail, please do not hesitate to contact Donika Kastrati-Sinani, HR Administrator via email: [d.kastrati-sinani@thegrange.futureacademies.org](mailto:d.kastrati-sinani@thegrange.futureacademies.org)

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Yours faithfully



**Danny Bryant**  
**Principal**  
**The Grange Academy**



**Knowledge, Aspiration, Respect**  
The Grange Academy | London Road | Bushey WD23 3AA  
General switchboard: +44 (2)089 509502 | [thegrange.futureacademies.org](http://thegrange.futureacademies.org)



## JOB DESCRIPTION

<b>JOB TITLE:</b>	EAL Teaching Assistant
<b>RESPONSIBLE TO:</b>	SENDCO
<b>START DATE:</b>	October/November 2024
<b>HOURS:</b>	37 hours per week, term time plus 1 week total 38 weeks
<b>SALARY:</b>	Scale3/4 (points 6-9) £23,893 - £25,119 plus Fringe £988 Actual Salary £20,189- £21,225 Fringe £835
<b>PLACE OF WORK:</b>	The Grange Academy, London Road, Bushey, WD23 3AA.
<b>RIGHT TO WORK:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
<b>STAFF BENEFITS:</b>	Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits: <ul style="list-style-type: none"><li>• A supportive ethos and concern for the well-being of all colleagues.</li><li>• Excellent CPD opportunities and career progression.</li><li>• Employer Contributions to Local Government or Teachers Pension Scheme.</li><li>• Cycle to work scheme.</li><li>• Employee Assistance Programme</li><li>• Eye Care Voucher scheme.</li><li>• Car Benefit Scheme</li><li>• Fitness suite available to staff</li><li>•</li></ul>
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 6 month probation period

---

**Knowledge, Aspiration, Respect**

The Grange Academy | London Road | Bushey WD23 3AA  
General switchboard: +44 (2)089 509502 | [thegrange.futureacademies.org](http://thegrange.futureacademies.org)



## PURPOSE OF THE ROLE

To support EAL students to ensure they reach their full potential through developing academic English. Main duties of the role will include but are not limited to:

- Provide support to an outstanding level for all years, abilities and qualifications;
- Contribute to outstanding attainment and progress at all key stages;
- Play a central role in the Inclusion Department, including contributing to after-school activities, trips, open days, prep, and so on;
- Have an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues within the Inclusion Department, and accessing attainment data and information from EHCPs/Educational Psychologist reports;
- Make a vital contribution to the efficient running of the Department, including undertaking administrative and other tasks as delegated by the SENDCO.
- Enhance the quality of Teaching Assistant provision in the Department and wider Academy through sharing resources and good practice and active participation in Continuous Professional Learning;
- Show commitment to working in partnership with one or two subject areas, learning and helping to implement the curricula;
- Support the Academy's aims and objectives for teaching and learning
- Show flexibility, innovation and intelligence in responding to the needs of the pupils and Academy as a whole.

---

## OTHER RESPONSIBILITIES

- Be a positive role model to students
- Where necessary, supervise students removed from lessons and ensure this time is used to good effect
- Attend year group evening meetings as required. Examples of these include: Student Services meetings; Parent Consultation Evenings; Open Evenings
- Undertake any other task reasonably requested by the Principal.
- Adhere to all Safeguarding and Child Protection Policies

*No job description can be entirely comprehensive and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.*

### **Knowledge, Aspiration, Respect**

The Grange Academy | London Road | Bushey WD23 3AA  
General switchboard: +44 (2)089 509502 | [thegrange.futureacademies.org](http://thegrange.futureacademies.org)



## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Degree (minimum 2:2)</li> <li>Training/qualifications in child protection</li> <li>First Aid qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting students new to English</li> <li>Experience of teaching English as additional language.</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Ability to support students in an education environment</li> <li>Ability to effectively use data to support intervention and action to support learning</li> <li>Be willing to advocate for students who require bespoke teaching and learning approaches</li> <li>Willingness to develop an understanding of special educational needs and disabilities</li> <li>Tact, diplomacy, discretion and confidentiality at all times</li> <li>Ability to work to and achieve tight and /or changing deadlines</li> <li>Excellent organisational skills, ability to prioritise work for self and others</li> </ul>	<ul style="list-style-type: none"> <li>Fluency in another language</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>The ability to remain discrete when privy to confidential information</li> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> <li>Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>Willingness to undertake further training</li> <li>Have a willingness to demonstrate commitment to the Future Academies values and behaviours.</li> <li>Committed to Equality, Diversity &amp; Inclusion</li> </ul>	

### Knowledge, Aspiration, Respect

The Grange Academy | London Road | Bushey WD23 3AA  
 General switchboard: +44 (2)089 509502 | [thegrange.futureacademies.org](http://thegrange.futureacademies.org)



## APPLICATION PROCESS

### 1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **29 Sep 2024**. Applications after this date will not be considered.

### 2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. One of our interview panel members is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.

### 3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

The successful candidate will take up the post as soon as possible.

### 5. Additional information

For further information please email [HRenquiries@futureacademies.org](mailto:HRenquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.