



Person Specification

JOB TITLE:	EAL Support Assistant
DATE:	March 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Level 2 qualification in English or equivalent.	E	✓			✓
2. Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency.	E	✓			✓
3. NVQ Level 2 or 3 for Teaching Assistants or equivalent qualification or experience.	E	✓			✓
4. Knowledge of national or foundation stage curriculum.	E	✓		✓	
5. EAL qualification or award.	E	✓			✓
6. Level 3 qualification in English.	D	✓			✓
7. Understanding of the principles of child development and learning processes.	D	✓		✓	
Experience					
8. Experience of supporting pupils in a learning environment.	E	✓	✓	✓	
9. Experience of classroom organisation.	E	✓	✓	✓	
10. Experience of assisting in the administering, assessing and marking of tests.	E	✓		✓	

11. Experience of delivering learning for children with EAL.	E	✓	✓	✓	
12. Experience of advancing progress of pupils of secondary age within a learning environment.	D	✓		✓	
Skills and competencies					
13. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
14. Able to use ICT to support pupils in the classroom.	E	✓		✓	
15. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓	✓	✓	
16. Able to take an active role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate.	E	✓		✓	
17. Able to produce accurate and up to date records and reports.	E			✓	
18. Able to undertake observations and assessments of pupils including those with special educational needs.	E	✓	✓	✓	
19. Able to undertake routine invigilation and marking.	E			✓	
20. Able to work within and apply all relevant school policies and schemes of work.	E	✓		✓	
21. Able to contribute effectively to the planning of the teaching programme.	E	✓		✓	
Other					
22. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
23. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓

24. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	
--	---	---	---	---	--