



The Sacred Heart Language College
Job Description
1 year fixed term contract

Post:	EAL /Inclusion Support/Cover Support
Responsible to:	Head of Inclusion
Purpose	- To plan and deliver small group interventions for students with English as an Additional Language and Special Educational Needs. - Provide curriculum support to facilitate access and achievement for EAL, SEND and other vulnerable students. - Contribute to whole-college pastoral and inclusion strategies, promoting a culture of respect, resilience and high expectations. - To support with cover when not supporting Inclusion and EAL.
Salary	G5, SCP 17
Version	October 2026

Responsibilities

- Plan and deliver bespoke interventions, adapting resources to meet individual students' needs.
- Work collaboratively with teaching and support staff to ensure EAL, SEND and vulnerable students can access the curriculum.
- Monitor, track and report on the progress of EAL, SEND and vulnerable students, using data to inform interventions.
- Participate actively in pastoral and inclusion initiatives at whole-college level.
- Maintain accurate records and ensure safeguarding procedures are followed at all times.
- Liaise effectively with multi-agency partners and parents to support student progress and wellbeing.
- Support the Inclusion Team and Euphrasie Room.

Tasks, Duties & Responsibilities – EAL/SEND Interventions
Plan, deliver, and evaluate targeted EAL and SEND interventions for individuals and small groups.
Assess the language needs of EAL students and monitor progress.
Provide adapted resources and support to ensure full curriculum access.
Liaise with classroom teachers to support inclusive teaching strategies.
Maintain accurate records of student progress and adapt interventions as needed.

Tasks, Duties & Responsibilities – Euphrasie Room
Support the Assistant Headteacher in the running of the Internal Exclusion and Isolation Room (Euphrasie Room), ensuring a calm, safe, and purposeful environment.
Record and monitor attendance, behaviour incidents, and progress of students in isolation rooms.
Liaise with staff and Heads of Year to organise work for students to complete in Euphrasie room
Undertake clubs/daily lunchtime duties/supervised activities with students.
Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional wellbeing.
Develop strong and positive relationships with students and staff and promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.

Tasks, Duties & Responsibilities – Cover Support
To be responsible for cover when not involved in EAL/Inclusion.
To support all students when covering staff who are absent or on a trip or on College business .
To ensure good order and safety, reporting any issues to staff.
To record attendance and give clear instructions to students, covering all duties requested by the cover set.
To support at registration and cover where needed.

Tasks, Duties & Responsibilities – Support for Curriculum
Work alongside subject teachers to adapt lesson plans and resources for EAL, SEND and vulnerable learners.
Support the identification of barriers to learning and implement strategies to overcome these.
Participate in curriculum planning meetings to promote inclusion and access.
Provide in-class support where necessary to facilitate student integration, engagement and progress.

Tasks, Duties & Responsibilities – Support for the College
Contribute to the development and implementation of whole-college pastoral and inclusion strategies.
Support multi-agency communication and referrals where necessary.
Participate in safeguarding processes and ensure the wellbeing of all students is prioritised.
Contribute to the ongoing development of the college's inclusive ethos.
Undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education



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Person Specification

The following outlines the criteria for this post. There will be an initial training period to ensure the successful applicant is able to meet the key requirements of the role.

The successful candidate will be employed by the Governors of The Sacred Heart Language College. The skills, qualities and attributes required of this person are:

Qualifications

- GCSE Grade C or above in English, Maths and Science
- TEFL Training
- Evidence of recent professional development relevant to EAL/SEND
- Flexibility, patience, sense of humour
- Resilience and good work ethic
- Strong ICT skills
- Ability to develop creative materials which make the curriculum accessible to the student(s) being supported
- Ability to manage own workload and to work as part of a team
- Ability to build effective and supportive relationships with students and colleagues
- Excellent communication skills, both orally and in writing
- Ability to use initiative, think creatively and find solutions to problems
- Good interpersonal skills, with particular reference to working with young people
- Happy to work with disaffected students or those with barriers to learning

Experience

- Experience of support with EAL/SEND students
- Experience delivering interventions and/or supporting students in class and 1:1
- Experience working with multi-agency teams (desirable)
- Experience of working with students with SEND

Skills and Knowledge

- Strong understanding of EAL and effective language acquisition strategies
- Excellent behaviour management skills
- Ability to adapt planning and support to meet diverse needs
- Good working knowledge of safeguarding requirements

- Ability to monitor, assess, and report on students in EAL
- Strong communication and interpersonal skills

Personal Qualities

- High expectations for all students and belief in their potential
- Compassionate, resilient, and able to build positive relationships
- Commitment to inclusion and equality
- Flexible, solution-focused, and able to work under pressure
- Commitment to confidentiality and safeguarding