

JOB DESCRIPTION & PERSON SPECIFICATION

Primary EAL Conversationalist

Prep School | Casual | As soon as possible



Role overview

DEPARTMENT	Prep School	REPORTS TO	Prep Head
CONTRACT	Casual	HOURS	Casual
SALARY	£20.00 per hour	HOLIDAY	N/A
LOCATION	Ipswich School Prep School	START DATE	ASAP
PROBATION	N/A	DIRECT REPORTS	None

Job purpose

An opportunity to make a difference.

Ipswich Prep School is seeking a warm, enthusiastic and supportive **EAL Conversationalist** to work with pupils for whom English is an additional language.

The successful candidate will support children aged 4–11 in developing their confidence and fluency in spoken English through regular conversation, games, activities and age-appropriate interactions. The role will complement the work taking place within the classroom, helping pupils to develop the vocabulary, understanding and confidence they need to participate fully in school life.

We would particularly welcome applications from candidates who are fluent in English and who also speak one or more of the following languages: **Portuguese, Italian, French, Mandarin, Cantonese, Romanian or Ukrainian.**

Key responsibilities

You'll play an important role by:

Working with individual pupils and small groups to develop confidence in speaking and understanding English.

MAIN RESPONSIBILITIES

- Provide regular opportunities for purposeful, natural conversation in a warm and encouraging environment.
- Support pupils in developing everyday vocabulary and language relevant to school routines, friendships, play and classroom learning.
- Use games, stories, pictures, practical activities and conversation prompts to encourage pupils to communicate in English.
- Help pupils develop listening skills, pronunciation, sentence construction and conversational fluency appropriate to their age and stage of English acquisition.
- Support younger children with the language needed to understand routines, instructions and expectations within school.
- Help pupils to develop the confidence to communicate with their peers and adults and to participate more fully in classroom and social situations.
- Where appropriate, use knowledge of a pupil's home language to support understanding, provide reassurance and help bridge communication as English develops.
- Promote pupils' independence, gradually reducing reliance on their home language as their confidence in English develops.

PEOPLE / TEAM RESPONSIBILITIES

- Provide brief feedback on pupils' engagement, confidence and progress.
- Liaise with class teacher, teaching assistant and the Learning Enhancement team to ensure that conversational support complements pupils' wider learning.
- Celebrate pupils' home languages and cultures and contribute positively to an inclusive school community.

OPERATIONAL RESPONSIBILITIES

- Maintain appropriate confidentiality and follow all school policies and procedures, particularly those relating to safeguarding and pupil wellbeing.

Working relationships

Reports to	Prep Head
Direct reports	None
Key relationships	Form Teacher, Class teaching Assistant, Prep Assistant Head, Prep Deputy Head
Safeguarding	Safeguarding and promoting the welfare of children Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. All employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with, and must comply with the School's Child Protection and Safeguarding Children Policy at all times. Any actual or potential concerns about a child's safety or welfare must be reported through the School's safeguarding procedures. Employees are expected to attend safeguarding training as directed.

We're looking for someone who...

Criteria	Essential	Desirable
QUALIFICATIONS		
Is fluent and confident in spoken and written English.	●	
Speaks one, or more, of the following languages fluently: Portuguese, Italian, French, Mandarin, Cantonese, Romanian and/or Ukrainian.	●	
EXPERIENCE		
Previous experience of working with children or young people	●	
Experience of supporting children learning English as an additional language, language tutoring, teaching, childcare or working within a school or educational environment		●
KNOWLEDGE & SKILLS		
Has excellent interpersonal and communication skills.	●	
PERSONAL ATTRIBUTES		
Enjoys working with children and can build positive, trusting relationships.	●	
Is patient, encouraging and sensitive to the needs of children who may initially have limited confidence communicating in English.	●	
Can adapt their language and approach for children across the 4–11 age range.	●	
SAFEGUARDING / PROFESSIONAL REQUIREMENTS		
Demonstrates an understanding of, and commitment to, equality, diversity and inclusion.	●	
Understands the importance of safeguarding and maintaining appropriate professional boundaries when working with children.	●	

Standard requirements

These statements form part of every Ipswich School job description unless HR policy changes.

EQUALITY, DIVERSITY & INCLUSION

Ipswich School is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

GENERAL DUTIES

The responsibilities set out in this job description describe the main expectations of the role and are not intended to be an exhaustive list. The post holder may be asked to undertake other reasonable duties of a similar level and nature. The job description may be reviewed and amended from time to time, following consultation, to reflect the needs of the School and the professional development of the post holder.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. They must comply with the School's safeguarding policies and procedures, report concerns promptly and attend safeguarding training as directed.

Creating Extraordinary Staff...