



Welcome to Toynbee School

We value personal best, active participation and aspirational achievement

Learning Support Assistant - EAL Coordinator

Salary: EHCC Scale B £25,186 - £25,255

Contract: Permanent

Hours: Term Time only - Full time (Hours to be agreed at interview, 39 weeks per annum)

We have a vacancy in our SEN department to co-ordinate and deliver interventions to support pupils who have English as an additional language. We have a small group of delightful EAL pupils that attend our school and this represents a fantastic opportunity to build on the outstanding work of the outgoing postholder.

Successful candidates will be required to deliver interventions to individual pupils or small groups from Year 7 to Year 11. They will work closely with the SENCO and subject teachers to ensure pupils receive the best support possible. Our pupils are a delight to work with and always value the extra support offered by our exceptional Learning Support Department.

This post would be suitable for those considering a future career in teaching and is an excellent way to gain experience in a secondary school setting.

This is a fantastic opportunity to join a school that is not only proud of its strong reputation and success in the community but also committed to investing in its people. We have an excellent track record of developing and supporting our staff to progress both professionally and in their careers.

- Please return completed application forms to recruitment@toynbee.hants.sch.uk
- No CVs will be accepted.
- Deadline for application is: 1st July 2026
- Please note that we encourage early application, and we may interview and appoint ahead of the deadline

Toynbee School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Bodycoats Road, Chandlers Ford, Hampshire, SO53 2PL

www.toynbee.hants.sch.uk





Welcome from the Headteacher, Matthew Longden

I am delighted that you are considering applying to be the Learning Support Assistant - EAL Coordinator Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015, 2019 and 2024, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.



Job Description

Accountability:

The Learning Support Assistant will be responsible to

1. Headteacher
2. Senior Leadership Team
3. SENCO/Deputy SENCO

Job Purpose:

To co-ordinate the provision of support for pupils who have English as an additional language, under the direction of the SENCO/ Deputy SENCO. In addition, to provide support to pupils in lessons and support the SENCO/ Deputy SENCO with administrative tasks which are fundamental to successful organisation of provision under the SEN Policy.

Profile and Responsibilities:

- In conjunction with the SENCO/ Deputy SENCO co-ordinate the provision of support for pupils on the EAL register
- To deliver interventions to pupils with EAL and measure the impact against outcomes.
- To ensure that accurate records of interventions are entered onto CPOMS.
- To be aware of a range of strategies for meeting the needs and specific targets of pupils selected for intervention.
- To provide an effective safe place for pupils to raise any concerns.
- To actively contribute to the monitoring and identification of pupils with EAL and the co-ordination of a programme of support.
- Act as a back-up and support in the classroom for targeted pupils in all areas across the curriculum, under the direction of the class teacher and through on going dialogue.
- To liaise with senior leaders in order to signpost parents/carers to external agencies as required.

- To liaise with outside agencies, in particular EMTAS, and parents in order to fully support pupils with EAL needs; this will include contacting and liaising closely with outside agencies, attending meetings and developing school practice in the light of external changes and demands.
- To work closely with the SENCO to oversee transition work identified pupils.
- To support the needs of the EAL pupils during unstructured times within the school day.
- Advise SENCO/ Deputy SENCO /Guidance Managers and other staff of any relevant issues or difficulties that arise.
- Ensuring that the Child Protection and Safeguarding policy is followed for all safeguarding concerns.
- To provide after school support sessions for EAL pupils, as required.
- Support in the classroom for targeted pupils in all areas across the curriculum, under the direction of the class teacher and through on going dialogue as per Learning Support Assistant job role.

The job description should be read in conjunction with the 'Learning Support Assistant' Job Description. All elements of the 'Learning Support Assistant' Job Description apply to the post-holder.





Learning Support Assistant – EAL: Personal Competencies:

- Ability to motivate pupils.
- Sensitivity to individual pupil's difficulties.
- Consistency and fairness of approach.
- Organised, but flexible in approach.
- Integrity and ability to maintain confidentiality.
- Appropriate use of humour.
- Good attendance and timekeeping.
- Ability to work as part of a team and show own initiative.
- Ability to write concise, objective reports.
- Good command of English and Maths.

How to Apply

Applicants should complete an support application form in full before your application can be considered. It is available to download from our website www.toynbee.hants.sch.uk/vacancies. Please submit your application so that it is received no later than the closing date and time to:

Toynbee School

Bodycoats Road, Chandlers Ford, Hampshire, SO53 2PL

FAO: HR Manager

Email: recruitment@toynbee.hants.sch.uk

Please ensure that the application form is fully completed including the Equality Monitoring Form. Two referees must be supplied, where appropriate one person should be your current or most recent employer, as indicated on the application form.



Shortlisting Process

Shortlisted candidates will be invited to interview. Interview days usually involve time for applicants to get to see the school and staff they will be working with, as well as a number of assessment activities, depending on the post. Interviews are normally arranged within three weeks of the closing date. We will not always be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time and trouble to read each application carefully.

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check - (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Toynbee School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

"Toynbee School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks."



TOYNBEE
SCHOOL

SITE MAP



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|------------------------------|------------------------|----------------------|-------------------------|-------------------------------------|-------------------------------|--------------------------|-----------------|
| 1 Reception | 5 Community Café | 7 7x7 Football Pitch | 13 Multi Use Games Area | 17 The Pavilion | 21 Learning Support | 25 Maths | 29 Food & Media |
| 2 Site & Community Reception | 6 Sports Hall | 10 Theatre / Drama | 14 Rugby Pitch | 18 The Lodge | 22 Visual Impairment Resource | 26 English | 30 Music |
| 3 Toilets & Changing Rooms | 7 Synthetic Turf Pitch | 11 Fitness Studio | 15 Cricket Strip | 19 The Hub and Personal Development | 23 Library | 27 Science | 31 Canteen |
| 4 Bike Store | 8 9x9 Football Pitch | 12 Dance Studio | 16 Athletics | 20 Guidance and Wellbeing | 24 MFL / Geography / History | 28 Technology / Art / RS | 32 IT Support |

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 Toynbee School, Bodycoats Road, Chandlers Ford,
 Eastleigh, Hampshire, SO53 3PL
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