

	<b>Job Description:</b>	<b>Scale:</b>	<b>Unqualified Teachers' Pay Scale + Responsibility points</b>
	<b>EAL Coordinator</b>	<b>Hours/Weeks:</b>	<b>32.5 hrs/39 wks</b>
		<b>Updated</b>	<b>May 2020</b>

**Person reports to:**      ● Lead Practitioner for English and Literacy

**Person supervises:**      ● Staff working within EAL

**Purpose of Job:**

- To implement and deliver an appropriately broad, balanced, relevant, differentiated curriculum for students based in EAL
- To be an advocate for students with EAL, identifying needs and liaising with students, staff and families to promote their success
- To facilitate a learning experience which provides students with the opportunity to achieve their individual potential
- To monitor and support the progress of students
- To contribute to raising standards of student attainment, progress and behaviour
- To train staff in this area through whole school CPD and the toolkit programme.

The Class Teacher should carry out professional duties (as attached) in accordance with and subject to conditions of employment as set out in School Teachers' Pay and Conditions Document.

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the Class Teacher to ensure that his/her professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher, and the Governing Body by the Class Teacher. The duties set out below relate to the overall class teaching requirements and related expectations of a Classroom Teacher.

**KEY TASKS AND ACTIVITIES:**

**Teaching**

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations

### **Whole school organisation strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils only in circumstances that are not foreseeable where the person timetabled to take the class is not available to do so.

### **Health, safety and discipline**

- Promote the safety and well-being of pupils in line with safeguarding procedures.
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.

### **Management of staff and resources**

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them

### **Professional development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Communicate with pupils, parents and carers
- To promote and facilitate parental involvement in teaching and learning through a shared school/home approach.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

### **OTHER RESPONSIBILITIES:**

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time.

### **PLEASE NOTE:**

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the Classroom Teacher and the Governing Body.

## **Professional Duties**

### **Specific duties relating to the EAL Coordinator include:**

#### **1. EAL WHOLE SCHOOL CO-ORDINATION AND DELIVERY**

##### **A. Assessment and Intervention**

- Manage the assessment of early stage EAL learners and mid-phase admission students until they achieve Level 3.
- Develop and deliver strategies to support EAL learners, and to identify and be accountable for the progress of students with EAL
- Analyse data on EAL students' progress and adapt interventions in response to this analysis.
- Develop and deliver 1:1, small group and whole class interventions in EAL and Literacy, including delivering the Immersion Project for new arrivals.
- Liaise with key members of the school to implement the school's EAL and Language policies - including the Heads of House, Heads of Lower and Upper School and the AHT for Assessment
- To report on the progress of learners with EAL to SLT and Governors
- To work closely with the Lead Practitioner for English to integrate learning strategies to support students with EAL in the mainstream
- Research, source, promote and share EAL and Language resources that can be used by all teaching staff to support EAL students in their lessons.
- To liaise with families of students with EAL to ensure they are supported and informed about support available within school and with external agencies.

**Additional Duties:**

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- To promote actively the school's corporate policies.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



**Person Specification and Selection Criteria**  
**EAL Coordinator**

**Scale:** Unqualified Teachers' Payscale + Responsibility points

**Updated** May 2020

<b>Essential</b>	<b>Essential/Desirable</b>	<b>How the selection criteria will be assessed</b>
<b>Qualifications</b>		
Have obtained or be prepared to obtain an HLTA Qualification	E	Application Form
Educated to GCSE or equivalent level, including at least a C grade in English and Maths (or)	E	Application Form, Interview
Qualification at minimum level 2 in the National Qualification framework in English and Maths	E	Application Form, Interview
Good first degree with high level of academic literacy	D	Application Form
<b>Professional Experience, Knowledge and Understanding</b>		
Experience of 3 years or more, working in comprehensive and multicultural school environment	E	Application Form, Interview
The ability to support pupils up to Year 11 (GCSE) in Literacy	E	Application form, Interview
Experience of advancing pupils learning in a range of classroom settings, including working with individuals, small groups and whole classes	E	Application Form
To have sufficient understanding of specialist area (if appropriate; for example, a subject base, in support of an age phase or pupils with particular needs) to support pupils' learning, and be able to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved.	E	Application Form, Interview
To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved.	D	Application Form, Interview
To understand the aims, content, teaching strategies and intended outcomes for the lessons in which you are involved, and understand the place of these in the related teaching programme.	E	Application Form, Interview
To know how to use ICT to advance pupils' learning, and can use common ICT tools for your own and pupils' benefit	E	Application form, Interview
Communicate effectively with the Leadership Group, other staff, parents and external agencies, including the Local Authority	E	Application Form
Experience in successfully working with parents, outside agencies and other postholders in order to raise achievement	E	Application Form
To know the legal definition of Special Educational Needs (SEN), and are familiar with the guidance about meeting SEN given in the SEN Code of Practice	E	Application Form, Interview
Understanding the needs of students in a diverse school population	E	Application Form, Interview
Have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.	E	Application Form, Interview
<b>Abilities and Skills</b>		
Ability to interpret pupil data and use that data to plan lessons which address the needs of each pupil.	E	Application Form, Interview, Test
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	Application Form, Interview
Think creatively to anticipate and solve problems	E	Application Form
Ability to devolve responsibilities, delegate tasks and monitor outcomes	E	Application Form, Interview
Good organisational skills and abilities	E	Application Form, Interview
Fluent IT skills	D	Application Form
Chair meetings effectively	E	Application form
Well-developed interpersonal skills, working with individuals and in teams	E	Application Form, Interview

London Borough of Newham – Lister Community School

Good level of communication skills, verbal and written	E	Application Form, Interview, Test
Ability to act as role model for students and other staff, at all times being professional and respectful in your dealings with others in the school community.	E	Application Form, Interview
Able to share with students your belief in and commitment to the importance of reading	E	Application Form, Interview
<b>Personal Qualities</b>		
Willingness to contribute to the broader life of the school, including through active involvement in enrichment activities and supporting the House system.	E	Application Form
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed to high standards of working	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Resilience, energy and enthusiasm	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Resilient and determined to achieve goals	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Possess integrity, honesty, perceptiveness and a commitment to fairness	E	Application Form, Interview
<b>Equal Opportunities Awareness</b>		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
<b>Child Protection and Safeguarding Awareness</b>		
Knowledge and understanding of child protection and safeguarding legislation	E	Application Form, Interview, Test
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview