



## **Job Description**

<b>Job title:</b>	EAL Teacher
<b>Working hours:</b>	Full time (Mon – Fri) term time. Part-time may also be considered
<b>Salary:</b>	MPR
<b>Accountable to:</b>	SENDCo

We are looking for an enthusiastic and dedicated teacher to support our EAL pupils to further develop their language skills in order to fully access the curriculum. This will be a part-time role where you will be working with small groups, leading language interventions as well as providing one-to-one support. The ideal candidate will have experience working with Key Stage three and four pupils and familiarity with devising differentiated EAL resources to support learning and enable classroom participation. You will be part of a team of teachers and support staff working closely together with our SENDCo to create exciting and creative learning opportunities.

### **1. Employment Duties**

- This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document. All teachers within the school should carry out their roles and responsibilities in line with the 'Professional Standards for Teachers in England' document. Upper Pay Range (UPR) teachers should also meet the relevant UPR standards and responsibilities.

### **2. Main focus of the role**

- Maintain an EAL register
- Plan and teach lessons to EAL students in either 1 to 1 or group sessions
- Advise curriculum team leaders and their teams in the development of appropriate strategies, methods and resources for adaptive teaching for EAL students
- Track the progress of EAL students and report termly on their progress
- Ensure that EAL students who arrive as mid-year admissions are assessed and that appropriate provision is put in place eg 1 to 1 , group sessions and guidance for teaching staff
- Contribute to in-service training for teachers and support staff
- Attend courses and meetings and disseminate information to the wider staff

### **3. Main Responsibilities of the Job within your Classes**

- Have high expectations for all students based on relevant data · Teach, using a variety of delivery methods, to stimulate learning and meet the demands of the curriculum and the needs of the students
- Contribute to the making of resources and teaching material and update subject materials, including schemes of work
- Teaching across all Key Stages with excellent subject knowledge of KS3 and KS4 with the likelihood of teaching at KS5 developing your expertise in the area
- Work well as part of a strong team
- Contribute to the making of resources for teaching
- Make an active contribution in the planning of extra-curricular trip and clubs
- Analyse and interpret data on pupils' attainment in your classes and use this to inform lesson planning and differentiation. This includes meeting the needs of those who are Gifted and Talented or those identified as having SEN.
- Assess, record and report on the attainment, attendance and progress of students, keeping such records as are required by the school and department
- Mark students' work regularly and give appropriate feedback for further development, in accordance with school and departmental marking and assessment policies
- Celebrate and reward pupil achievement within your classes and the department, making full use of school and department policies
- Identify pupils' underachievement within your classes and implement strategies to remedy this
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work
- Provide or contribute to oral and written assessments, reports, references relating to individuals or groups of pupils
- To keep up to date with developments in subject material and pedagogy

### **4. Within the Subject Area(s)**

- To assist the subject leader in the development of appropriate syllabi, resources, schemes of work and teaching strategies
- To contribute to the strategic review and development of the subject area (e.g. by contributing to departmental self-review, DDP, department review process) · Help to ensure that the good condition of, the access to and the secure storage of all departmental resources is maintained

### **5. Within the Pastoral Team**

- To be a tutor/co-tutor to an assigned group of pupils (or year group)
- To be responsible for the day to day welfare of each student in the tutor group, carrying out the duties as in the Staff and Tutor Handbooks

- To monitor the health and welfare of students and to report problems to the Head of Year, or designated member(s) of staff responsible for Child Protection, as appropriate;
- To be proactive in forming good working relationships with the parents and carers of students in the tutor group
- To write reports and offer advice, as necessary, on aspects of a student's behaviour and/or work;
- To monitor students' progress in line with the school monitoring system. As part of this, to meet with students and their parents / carers on the school's Progress and/or Parents' Evenings to discuss and offer guidance on each student's progress
- To keep an accurate record of attendance by following the whole school procedures, and follow up on attendance issues that emerge with individual students
- To work closely with the Head of Year as necessary in the preparation of a suitable pastoral programme and to deliver this programme to students
- To attend Year Team meetings, and other meetings which concern the welfare of a child in the tutor group
- To monitor proactively the personal appearance, uniform and behaviour of students in the tutor group, in line with the school's policies
- To make weekly checks on student planners and to take appropriate action where necessary.
- To keep children informed about activities in the school by circulating information as requested
- To accompany form groups to assembly and supervise them whilst there
- To be responsible for the tutor base at tutor time and to help instil in students an attitude of responsibility for the tutor base.

## **7. Other**

- Engage positively with the school's Performance Management system
- Attend briefings and meetings according to the school calendar
- To contribute actively to whole school INSET training sessions and meetings
- To undertake duties as set out in the Staff Duty rota
- Ensure that your teaching areas are kept tidy and that the environment stimulates learning
- Observe school's Fire, Health and Safety policies and report any issues to the Premises Manager
- To promote the school ethos and to promote and support whole school activities
- Undertake other duties as may reasonably be requested

This list of duties is not exhaustive and may be reviewed by the Headteacher/SLT/Head of Department at any time, in accordance with the evolving needs of the role