EAL coordinator and teacher

Job Purpose

To ensure that all children realise their individual potential in all areas of school life.
To invest in the school’s visions and values.

Objectives

1. To ensure pupil entitlement to the national curriculum and the IPC curriculum
2. To ensure your identified children make good progress
3. To foster enjoyment and engagement in learning
4. To establish a dynamic and positive learning environment
5. To lead and embed a school ethos that celebrates and reflects individuality and cultural difference.

Major Areas of Responsibility

1. To lead and manage the development and implementation of EAL provision in the school including writing policies and operational plans.
2. To welcome and integrate newly arrived children with EAL into our school.
3. To identify children needing EAL support on entry into school by conducting individual assessments.
4. To develop individual learning programmes for identified pupils.
5. To provide support, individual and group interventions for identified groups of targeted children.
6. To monitor and record progress, set targets and report progress to teachers and SLT.
7. To differentiate work for pupils, ensuring that resources and materials reflect and support the linguistic diversity of pupils and liaise with teachers on planning.
8. To liaise with SENCo where a lack of progress suggests SEN.
9. To ensure that all staff are aware of the specific needs of all children with EAL in the school.
10. To provide guidance and in-service training for NQTs, TAs and new staff to the school on strategies in supporting children with EAL.
11. To celebrate the cultural diversity of the school population and explore possible links with home countries including leading relevant assemblies.
12. To initiate and develop partnerships with parents/community and to enlist their support and strengths in education of children with EAL.
13. To run a drop in clinic for parents of children with EAL to offer support and guidance on their children’s learning.

Key Elements – Curriculum/Subject Knowledge

1. Have a detailed knowledge of the relevant aspects of the National Curriculum, St. Michael’s Curriculum and other statutory requirements
2. Set appropriate and demanding expectations for pupils’ learning and motivation.
3. Set clear targets for pupils’ learning, building on prior attainment.
4. Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of behaviour through positive, productive and respectful relationships.

Key elements - Assessment

1. Assess how well learning objectives have been achieved and use this assessment for future teaching.
2. Mark and monitor pupils’ work providing constructive oral and written feedback, setting targets for pupils’ progression in compliance with the schools teaching and learning/marking policy
3. Understand the demands expected of pupils in relation to the National Curriculum
4. Secure progress towards pupil targets
5. To analyse and report to SLT on whole school EAL achievement.
**Professional Development**
1. Understand the importance of modelling life long learning through continued professional development
2. Understand own professional responsibilities in relation to school policies and practices
3. Evaluate own teaching critically and use this to improve effectiveness.
4. Be committed to the performance management process of school

**Professional conduct**
1. Work co-operatively with the school community in fulfilling the vision and values of the school
2. Modelling professional conduct within and across the school community
3. Support the long term development and improvement of the school through the Strategic Safeguarding plan and personal operational plans
## Job Specification

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<tr>
<th><strong>Essential Criteria</strong></th>
<th><strong>Desirable Criteria</strong></th>
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<tbody>
<tr>
<td>Qualified teacher status</td>
<td>Experience of working across both KS1 and KS2</td>
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<td>Ability to plan an effective and imaginative lessons to challenge and engage all pupils</td>
<td>Experience of delivering CPD to whole staff to develop their understanding of children with EAL.</td>
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<td>Demonstrate good behavior management and teaching skills</td>
<td>Experience of developing children’s speaking and listening skills through drama.</td>
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<td>Ability to teach literacy and numeracy effectively</td>
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<td>Ability to use an appropriate range of teaching strategies to ensure effective learning</td>
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<td>Ability to relate positively to children, staff and parents</td>
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<td>Ability to create an imaginative and stimulating learning environment</td>
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<td>Ability to communicate with a range of professionals</td>
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<td>Able to liaise with teachers and work flexibly</td>
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<td>Secure ICT skills</td>
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<td>Demonstrate an understanding of how children learn</td>
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<td>Experience of delivering group and 1:1 support for children with EAL.</td>
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<td>Understanding of SEN and IEPs</td>
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<td>Understanding of working in a Church of England school</td>
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<tr>
<td>Experience of developing individual learning programmes for children with EAL.</td>
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<td>Experience of assessing children’s speaking and listening ability.</td>
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