



## Job Description

# Head of English as an Additional Language (EAL)

The Head of the EAL department is responsible for the provision of EAL across the Prep School as well as supporting and managing fellow EAL teachers. The successful candidate is expected to be CELTA or Cert. TESOL qualified (or equivalent) and to have preferably had experience of teaching in UK schools. They will be line managed by the school's Academic Director and will liaise closely with all teaching and pastoral staff to ensure that there is sufficient support and ongoing monitoring of EAL pupils throughout the Prep School.

### **Person Specification:**

- To inspire and motivate others
- To be well organised and punctual
- To have good interpersonal skills - to establish good working relationships with all staff, children and parents
- To be able to communicate effectively with staff, children and parents
- To have the ability to work as part of a team and to take initiative where necessary to secure the development of the school and the raising of standards as appropriate
- To be able to monitor and evaluate pupils' progress effectively
- To have the commitment to see all pupils are encouraged to reach their potential
- To possess high expectations and the determination to raise the achievement of pupils
- To have proven classroom management skills to enable children to learn effectively within the classroom
- To have a secure understanding of Special Educational Needs and to have a range of strategies to identify where children are and be able to plan for and move them on
- To have the ability and willingness to use IT effectively to aid teaching and learning

### **Responsibilities:**

- To read and update the EAL policy
- To liaise with the Admissions department about EAL applications and mark external EAL exam paper To liaise with Dean Close Pre-Prep about EAL students coming up to the Prep School
- To test and evaluate all new EAL pupils and determine a programme/timetable of English language classes, private or group, and other cross-curriculum support appropriate to their age and needs
- To prepare and deliver induction to new students at the start of term
- To have an awareness of and be sensitive to the linguistic and cultural diversity of the students (Our students are from a variety of countries: Russia, Indonesia, Spain, France, Germany, South Korea and China)
- To advise generally on cultural matters and counsel EAL pupils and parents on ways they can enhance the process of English language acquisition
- To test for Specific Learning Difficulties within an EAL context, where appropriate
- To plan, prepare and deliver lessons for individuals and small mixed ability groups and to offer in-class support where necessary
- To set and mark holiday work (when requested by parents/guardians)
- To customise, design and produce teaching materials appropriate for the level of the students and assess students' progress in speaking, listening, reading and writing English

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- To deliver inset training on teaching EAL students in mainstream classes
- To liaise with Housemasters/mistresses, form tutors, the Academic Director and HoDs regarding the ongoing pastoral and academic needs of each pupil
- To meet regularly with other staff in the department, to manage them, giving guidance and assistance where appropriate, and regularly review teaching groups
- To provide long term planning and preparation of daily lessons, marking, monitor progress, report to parents, guardians and colleagues in regular reports and meetings
- To hold and administer the budget for the EAL department and to resource the department and order text books / materials, as required
- To record for the Bursary Department the exact number and nature of all EAL classes taught, for the billing of parents
- To oversee the organization of the EAL assessments taken in the Prep School and external examinations (KET, PET, First Certificate) and to prepare the EAL students for them
- To liaise with the Head of EAL at DCS to ensure continuity and a smooth transition as pupils move towards the Senior School
- To encourage professional development within the department through attendance at courses and the provision of in-house INSET sessions
- To maintain the EAL classrooms as pleasant and conducive learning environments for the EAL students, and keep the necessary records and documentation for the Department
- To organise the writing of the EAL page for the Young Decanian Magazine

#### **General:**

- To follow the school policies on marking, assessments and report writing
- To attend parents/staff/departmental meetings as required
- To assist the Academic Director in identifying appropriate CPD courses for members of the department
- To identify own training needs and agree solutions with Academic Director
- To keep abreast of developments in the subject and teaching in general

#### **Whole School:**

- To support the aims and ethos of the school
- To undertake duties and responsibilities in common with all teaching staff, as requested
- To be involved in extra-curricular activities in common with all full-time teaching staff, as requested
- To keep abreast of and apply procedures regarding the safeguarding of children
- To set a good example in terms of dress, punctuality and attendance
- To uphold the School's behaviour policy
- To participate in staff training

#### **Hours**

- Part Time –10 hours per week permanent plus up to an additional 10 hours per week approximately (on a time-sheet)
- Term time only
- Details about hours for this job will be discussed during interview as this role has some flexibility to suit both the school and the applicant, within the working hours of 8.30am – 4.20pm. Presently, the role includes Saturday mornings on occasions.

#### **Pay**

- Salary Range: dependent on experience.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.