

*"We are committed to inclusion and ensuring
no child or family is left behind."*

January 2018



Abraham Moss Community School

Crescent Road, Crumpsall, Manchester, M8 5UF

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www.abrahammoss.manchester.sch.uk

Teacher of EAL

Dear Applicant

Thank you for your request for information about the EAL post. The important things are the personal qualities and teaching strengths you can bring to the role. You will be a strong classroom performer and have a positive approach to teamwork and developing your skills. You will thrive in a school which is effective in teaching a wide variety of pupils.

The following information is enclosed:

- Notes for applicants
- Application form
- Job Description / Person Specification

Further information about the school can be obtained from the school website at www.abrahammoss.manchester.sch.uk.

I hope you find the information provided helpful and I look forward to receiving your application. The school has a great deal to offer in terms of professional development experiences and equally we hope to appoint a teacher who feels challenged and inspired by the opportunities.

I look forward to hearing from you and perhaps meeting you in the near future.

Yours sincerely

MRS L WILSON
Associate Headteacher



Teacher of EAL

Notes for Applicants

1. The Application Form

Please complete the application form by hand in photocopiable ink or electronically. Use an extension sheet if necessary. The letter of application should be typed. Please include job title, date and signature. The closing date for applications is 9.00 a.m. on Thursday 25 January 2018.

2. The Person Specification

If you are not familiar with person specifications please don't be deterred by it. It is a tool to help the interview panel judge your application and interview, and equally to help you think clearly about the skills and qualities that you have or that you need to develop.

3. The Letter of Application

This is a key statement in which you can show your ideas and your strengths. To help you structure your letter of application, please write about the following items in the person specification (marked *) using these paragraph headings:

Qualifications: 1.1, 1.2
Knowledge + Experience: 2.2 – 2.5
Diversity + Inclusion: 3.1, 3.3
Classroom Practice: 4.4, 4.5
Teamwork: 5.1, 5.2
Use of Data: 6.2
CPD: 7.2
Pastoral Involvement: 8.2

Give evidence from your own experience to show how you meet these criteria. Where you have relevant information from other headings then obviously use it appropriately, for example in 2.2 you might want to include information from 2.1 etc. Try to follow the structure suggested, which is intended to be a framework rather than a straitjacket. Add whatever you need to ensure that you have expressed yourself. In the course of your letter you will be able to show how you can teach well, work in a team and meet the requirements of the job.

4. Interviews

Interview date to be confirmed.

Good luck!

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Job Description

Title: Teacher of EAL

Salary: Qualified Teacher Scale M1-M6 (dependent on experience)

Effective: As soon as possible

Reporting to: Head of EAL, Deputy Headteacher, Headteacher

Main Purpose: To work with colleagues in the EAL team to ensure that the specific needs of International New Arrivals (INAs) and other bilingual learners are met across the school. This will include:

- Contributing to language and literacy development for all bilingual learners across the curriculum,
- Teaching EAL and other INA induction classes in KS3,
- Teaching EAL to groups of recent INAs in KS4,
- Developing effective teaching partnerships with mainstream colleagues,
- Contributing to CPD for school staff, trainee teachers and external groups,
- Demonstrating good practice in sustaining high standards of achievement for all bilingual learners

Main Tasks:

1. TEACHING

Teach EAL throughout the school, working as a member of the EAL team and in partnership with mainstream colleagues to: promote collaborative and inclusive EAL strategies; focus sharply on language and literacy development for bilingual learners at all levels; set an example of good practice, high expectations and high achievement for all pupils.

2. INNOVATION

Work with EAL and mainstream colleagues to identify and develop creative and innovative approaches which develop pupils' language acquisition and contribute to the school's overall achievement.

3. TEAMWORK

Work closely with the EAL team in all professional matters to: develop differentiated schemes of work which ensure that there are effective teaching strategies to provide access to the curriculum for all pupils; monitor and improve the quality of teaching and learning for bilingual learners at all levels; set targets and plan for improvement, development and enrichment

4. PROFESSIONAL DEVELOPMENT

Develop, sustain and demonstrate excellent knowledge and understanding of current EAL theory and good practice.

Participate in appropriate CPD activities to improve teaching and learning.

Assist the head of department in planning and delivering a range of effective CPD opportunities for school staff, trainee teachers and external groups

5. PASTORAL

Work with EAL colleagues to ensure that the specific pastoral needs of INAs and other bilingual learners are understood and met by all pastoral systems and staff.

Undertake appropriate pastoral and tutorial roles including being a tutor / partner tutor and teaching PSHE.

4. ADMINISTRATION

Take responsibility for relevant organisational and administrative tasks related to the post and carry out tasks efficiently and within the deadlines set.

5. GENERAL

Share in the general responsibility for the academic, social, personal and cultural development of pupils.

This is not a full description of the tasks involved in the role, which will be carried out in accordance with school policies and guidance and in accordance with the conditions of employment in the School Teachers' Pay and Conditions Document. Potholders will be given support to enable them to interpret and carry out their role.

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Person Specification Teacher of EAL

		Criteria	Identify
Qualifications	1.1	Qualified teacher with a qualification in EAL, experience of teaching EAL, or a willingness to undertake training.	Application
	1.2	A degree or equivalent academic or linguistic background in English or Modern Languages.	
Knowledge and Experience	2.1	Knowledge and understanding of the content and language demands of the secondary curriculum at Key Stages 3 and 4.	Application and Interview
	2.2	Excellent subject knowledge and knowledge of how to teach EAL at all levels and to assess pupil progress.	
	2.3	Successful teaching experience which has demonstrated good practice in teaching and in achieving high standards of achievement and participation for bilingual learners.	
	2.4	Understanding of the potential causes of underachievement in pupils from different ethnic groups and experience of strategies for raising aspirations and achievement.	
	2.5	Detailed knowledge and understanding of how language and literacy can be taught across the secondary curriculum to raise the attainment of bilingual learners at all levels.	
Diversity and Inclusion	3.1	A commitment to working in a school where pupils come from a variety of social, cultural and linguistic backgrounds and where diversity is celebrated.	Application and Interview
	3.2	A commitment to providing equal opportunities for all pupils.	
	3.3	The ability to create a learning environment in which all pupils are expected to achieve highly and feel valued.	
	3.4	The ability to use strategies to provide access to the curriculum for pupils from a variety of cultural backgrounds, for bilingual pupils at all levels, for pupils with learning or behavioural difficulties, for pupils with physical disabilities, and for gifted pupils.	
Classroom Practice	4.1	The ability to produce detailed schemes of work and sequential lesson plans.	Application and Interview
	4.2	The ability to use assessment criteria to help plan and assess work and to raise achievement.	
	4.3	A commitment to excellence.	
	4.4	The ability to use good behaviour management skills.	
	4.5	The ability to establish good working relationships through the pupils' work.	

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Teamwork + Communication	5.1	A commitment to teamwork and partnership teaching and the ability to work effectively with staff in departmental or pastoral teams.	Application and Interview
	5.2	The ability to plan and work effectively with other teachers and adults in the classroom.	
	5.3	Good communication skills and the ability to communicate effectively in writing and orally.	
Data and Administration	6.1	Evidence of administrative competence and good organisational skills.	Application
	6.2	Understanding and experience of how to use data, target setting and other strategies to raise achievement and monitor standards.	
Continuing Professional Development	7.1	The ability to identify professional development needs for oneself and others, and to learn from continuing professional development experiences.	Application and Interview
	7.2	The ability to contribute to the planning and delivery of effective and targeted training on EAL and other topics related to INAs and bilingualism for a range of professional audiences.	
Pastoral Involvement	8.1	The ability to establish good relationships with a tutor group and its members in order to develop identity, self-discipline, respect and positive attitudes to school life.	Application and Interview
	8.2	A willingness to contribute to extra-curricular activities.	
Personal Qualities	9.1	Personal qualities of enthusiasm, imagination, flexibility, perseverance and good humour.	Application and Interview



INFORMATION FOR ALL POSTS REQUIRING A DISCLOSURE

Post:	Qualified Teacher of EAL
Level of Disclosure Required:	Enhanced

The post that you have applied for meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If you are short listed for the post you will be asked to reveal any convictions, cautions, final warnings, and reprimands but these will not be looked at unless you are selected for the position. All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service before the appointment is confirmed.

The Council is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter effects of disadvantage.

We recognise that people with criminal convictions face discrimination when seeking employment and so have procedures as part of the recruitment and selection process to guard against further disadvantage.

ANY INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE AND YOU WILL ONLY BE PREVENTED FROM OBTAINING EMPLOYMENT IF THE COUNCIL CONSIDERS YOU HAVE A CRIMINAL RECORD THAT MAKES YOU UNSUITABLE FOR THE POST IN QUESTION.

The Council will ignore convictions which are not relevant to the post you are applying for. If a conviction may be relevant, the appointing panel will carefully consider the nature of the offence and the requirements of the post. The panel will also look at when the offence occurred and if there is a pattern of unrelated offences. Some serious offences will, however, almost certainly prevent the panel from making an appointment.

The City Council's full Policy on Employment of Ex-Offenders is available upon request from the Personnel Office. The Code of Practice issued by the Disclosure and Barring Service, which guides the City Council's use of Disclosures in Recruitment is also available from the HR Service upon request.