	Job Description: EAL Coordinator	Scale: Classroom Teachers' Pay Scale + TLR 2B Hours/Week: 32.5 hrs/39 wks Updated: September 2017
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Person reports to:	<ul style="list-style-type: none"> • TBC
Working relationships:	<ul style="list-style-type: none"> • English Faculty, Language Development Coordinator
Purpose of Job:	<ul style="list-style-type: none"> • Carry out the professional duties of a school teacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD). • To provide effective leadership and management for the achievement and progress of EAL learners. • To develop effective partnership with all Heads of Faculty and Heads of House to secure high levels of progress for EAL students. • To be accountable for promoting and safeguarding students' welfare and personal development as part of a faculty and whole school approach.

MAIN DUTIES AND RESPONSIBILITIES

1. Strategic direction, development and accountability for the curriculum area

- Oversee the assessment and learning for early stage EAL learners and mid phase admission students until they achieve working levels of English.
- Oversee intervention programs to support EAL learners.
- Analyse data on EAL students' progress and adapt interventions in response to this analysis.
- Analyse Ethnic Minority Achievement issues and organise support for parents and students.
- Design and implement strategies to improve the literacy of low level students across the curriculum.
- Play a major role in developing whole school literacy skills especially of advanced stage EAL learners.
- Play a leading role in staff training, including INSET, NQT/BT training, faculty support and individual support for teachers and support staff.
- Provide data and intervention information to Leadership Team, Heads of Faculty and Heads of House regarding the progress of EAL learners and the success of interventions.
- The vision for the school provision for EAL learners and the high aspirations for the achievement of these students in our school.
- Prepare quality individual support plans for early stage EAL learners, monitor their delivery across the curriculum and review them on a regular basis.

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- Ensure that the school's programmes of study offer good provision for EAL students and are based on personalised learning principles.
- Teach an appropriate proportion of the school timetable within the English Faculty or the Immersion Provision
- To fulfil any other related teaching duties which the Headteacher may reasonably require from time to time.

OTHER DUTIES

- To follow school policies and procedures as laid down in the staff handbook by the Headteacher or his Deputies from time to time.
- To attend meetings on a regular cycle as agreed within the school calendar and to attend parents' evenings and other occasions as the Headteacher may reasonably require from time to time within 'directed time'.
- To uphold agreed standards of dress, behaviour and discipline around the school.
- To take part in the school's Performance Management programme and its support, supervision, monitoring and review procedures.

2. SCHOOL ETHOS

- Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example
- To support the school in meeting its legal requirements for worship.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- To 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.
- To contribute to the broader life of the school, including through active involvement in enrichment activities and supporting the House system.
- To undertake any other duty as specified by STPCB not mentioned in the above.

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

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.


These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

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.

	Person Specification and Selection Criteria	Scale	Classroom Teachers' Pay Scale + TLR 2B
	EAL Coordinator	Updated	September 2017

Descriptor	Essential/Desirable
Qualifications	
Qualified Teacher Status and a track record as a consistently good or outstanding practitioner	Essential
Evidence of your Post Graduate Certificate in Education (PGCE) Qualification	Essential
GCSE O'levels in English and Maths	Essential
Good First Degree	Essential
MA (or working towards)	Desirable
Professional Experience, Knowledge and Understanding	
Minimum of 5 years teaching experience covering KS3-KS4	Essential
Experience of working with EAL learners	Essential
Knowledge of literacy programmes with an emphasis on the needs of secondary aged students	Essential
Knowledge of the particular difficulties EAL learners face	Essential
Successful experience of leading a team, coaching and supporting others and holding others to account	Essential
Good effective communication, ability to prioritise, delegate, make cost-effective use of resources and problem solve quickly and imaginatively	Essential
Evidence of sustained impact on pupils' achievement, both through your own teaching and through support for and working with others	Essential
Consistent record of good and outstanding lessons, planning for progression and assessment for learning	Essential
Commitment to treating others fairly	Essential
Commitment to achieving the highest possible results for all students, and to the schools' values of treating all members of the school community with kindness, politeness and respect.	Essential
Understanding of the needs of students in diverse school population	Essential
Evidence of collaborative working with other subjects	Desirable
Consistent record of good and outstanding lessons, planning for progression and assessment for learning	Essential
Willing to share with students your belief in and commitment to the importance of reading	Essential
Abilities and Skills	
Ability to take responsibility for a whole school area	Essential
Ability to interpret data and communicate the significance of that data to staff, students and parents	Essential
Ability to act as a role model for students and other staff, at all times being professional and respectful in your dealings with others in the school community	Essential
Excellent communication and user ICT skills	Essential
Ability of work under pressure and meet deadlines	Essential
Personal Qualities	
Strong ongoing commitment to developing your own knowledge, skills and understanding as an educator, including good use of professional development	Essential
Self-motivated with exceptional organisational and planning skills	Essential
Involvement in networking and sharing of best practice	Essential
Recent experience of Ofsted Inspection	Desirable
Resilient and determined to achieve goals	Essential

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Committed to the ethos of the school	Essential
Willingness to be flexible and take on additional duties as and when required	Essential
Equal Opportunities Awareness	
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	Essential
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	Essential
A commitment to working in a flexible and collaborative manner with all members of the school community	Essential
Child Protection and Safeguarding Awareness	
A strong understanding of child protection and safeguarding matters	Essential
A commitment to safeguarding and promoting the welfare of young people	Essential