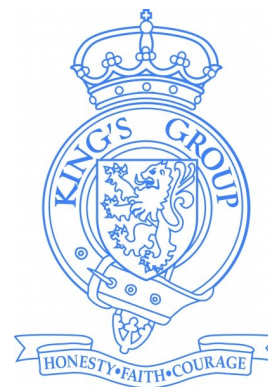


King's St. Michael's College

King's Group



Head of EAL

Key Responsibilities and Accountabilities:

Ethos

- To create an exciting learning environment.
- To include all students.
- To create relationships based on mutual respect and the College's Core Values.
- To be an effective part of the team.
- To manage own professional development.
- To teach through the school
- To carry out any other duties which may reasonably be required by the Headteacher
- To set and maintain high standards of dress, behaviour and expectations

Curriculum and Planning

- To work with others to plan highly effective lessons, Schemes of Work and Programmes of Study.
- To review own lessons and effectiveness of own planning.
- To contribute to development of the curriculum and other projects.
- To plan to meet the needs of individual students registered as having Special Educational Needs.
- To ensure the department has an explicit ever-evolving and regularly evaluated Development Plan.

Assessment

- To fully implement the College's policy and procedures to a high standard.
- To plan for assessment for learning in every lesson.
- To ensure levelling is accurate and that reports are informative, individualised and appropriate for ensuring pupil progress.

Teaching and Learning

- To teach a range of EFL Lessons and lead the department in excellent teaching.
- To run Study Skills classes or support groups to enhance pupils learning
- To encourage students to speak/use English as much as possible
- To help with recruitment and induction of staff.
- To give advice / support to academic staff to enhance the teaching of EFL students across the school, supporting the development of teaching excellence at the College by taking part in regular lesson observations, coaching, staff development and other quality assurance activities.
- To check teachers are planning lessons that differentiate and meet the needs of all students, with a particular focus on teaching EFL students.
- To secure high quality teaching, support and care for students, which ensures overall improved standards of achievement for all students
- To placement test and allocate students to English groups
- To carry out lesson observations and provide feedback

Academic Management

- To help in the recruitment and induction of new teachers
- To contribute to the writing of self-evaluation and policy documents, as appropriate.
- To contribute to, implement and evaluate the success of School Development Plan
- To manage effectively the transition of students between and within courses.
- To act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork

Liaison

- To work closely with all support colleagues.
- To work collaboratively with the whole College community, but particularly departmental colleagues and the HoDs' Forum to develop ideas and opportunities for students and to encourage and share best practice.
- To form effective relationships with parents and other parties.