

Job Description Box Hill School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	<p>Job Title: EAL Teacher</p> <p>Study Centre: Box Hill School ISC</p> <p>Location: Old London Road, Mickleham, Surrey</p> <p>Job Purpose: To teach EAL</p> <p>Reporting Line: Head of EAL</p> <p>Hours: Full time, with extra curricula activities and duties.</p> <p>Salary: According to BHS Trust scales</p>
Main duties and responsibilities:	<p>Your Professional Duties</p> <p>You are expected to act in accordance with the aims, policies and administrative procedures of the School. The following duties shall be deemed to be included in the professional duties which you will be required to perform:</p> <p>Specific Duties and Responsibilities</p> <p>A. Teaching:</p> <ul style="list-style-type: none"> • Uphold the Study Centre’s high standards of preparation and delivery of English lessons. • Maintain good discipline. • Liaise with relevant colleagues on the planning of work. • Set and mark appropriate forms of assessment, and maintain good records. • Write reports as required. • Carry out any other teaching duties as reasonably required by the Headmaster <p>B. Pastoral and extra-curricular:</p> <ul style="list-style-type: none"> • Be fully conversant with and apply the school’s child protection policy. • Promote the general progress and well-being of students in your care. • Act as a group tutor, involving reporting to parents monthly • Carry out evening and weekend duties on a pro rata basis • Attend all Departmental meetings and Inset Days

	C. Professional Standards: <ul style="list-style-type: none"> • Support the aims and ethos of the school. • Treat all members of the school community with respect and consideration. • Treat all students fairly, consistently and without prejudice. • Set a good example to students in terms of appropriate dress, punctuality and attendance. • Attend staff meetings. • Take responsibility for matters relating to health and safety.
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Degree TEFL Certificate	QTS	<i>Certificates</i>
Experience:	Teaching EAL to students aged 11-18 Evidence of career development	Mainstream school teaching Experience of teaching some or all of IGCSE ESL, IGCSE First Language English, IELTS, IB English B.	<i>Application form, interview and references</i>
Skills	Demonstrate an enthusiastic and imaginative approach to teaching the subject Ability to use ICT in the classroom Excellent interpersonal skills Strong time management and organisational skills	Sporting, musical, dramatic, artistic or other skills which can feed into the extra-curricular programme	<i>Application form, references and interview</i>
Knowledge	Up-to-date knowledge of EAL Teaching strategies which enable learners to make good progress Lively, fun approach to teaching and learning		<i>Interview and references</i>

Personal competencies and qualities	<p>Perceptive about children and teenagers, their needs and expectations</p> <p>An approachable, professional colleague and classroom practitioner</p> <p>Flexible, resilient and well organised, with a good sense of humour</p>	<p>Able to work independently using a wide range of resources.</p> <p>Able to create original classroom resources</p> <p>Sensitive to the challenges presented by children who are far from home</p>	<i>Interview and references</i>
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