St. Lawrence College
The British School in Greece

Job description for the position of

Teacher of English as an Additional Language

St. Lawrence College, The British School in Greece, is committed to ensuring the complete and thorough safeguarding of all pupils and staff in order to create the safest environment for learning for all.

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Teacher of EAL job description

1. To teach English as an Additional Language Key Stages 3 to 4.

2. To give language support in other areas of the curriculum e.g. History, Geography and Science.

3. To contribute to, to review and to follow the EAL departmental schemes of work.

4. To help develop lesson plans, learning materials for lessons and internal assessment processes.

5. To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.

6. To promote and make use of teaching and learning styles which stimulate pupil interest and involvement in learning.

7. To set, collect and mark homework regularly, giving feedback and utilizing the concept of formative assessment as required and as expected in the context of this subject.

8. To attend departmental and staff meetings as expected and required.

9. To ensure that the classroom is an ordered and stimulating environment which celebrates pupils' efforts and facilitates learning at all levels.

10. To look after the resources of the school as well as possible.

11. To promote EAL beyond the classroom e.g. through extracurricular

activities, wall displays.

12. To take part in evaluation of exam performance and take action to improve standards of teaching and pupil support where required.

13. To seek opportunities for cross-curricular co-operation.

14. To establish appropriately high levels of expectation of pupils in terms of good standards of behaviour and achievement within EAL classes, always promoting the attributes of respect for others and an appropriate dynamic between teacher and pupils by overt reference to such behaviour in addition to setting a personal example.

15. To promote and safeguard the welfare of pupils.

16. To monitor and record pupil progress.

17. To be proactive in communicating to parents the standards and needs of their children as they relate to EAL – both in cases of positive reporting or where effort or standard is below expectations.

18. To ensure high standards of diligence in all communication with parents, including in the quality of the writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries.

19. To be aware of and take care to follow school policies on internal examinations, including their preparation, presentation, marking and grading.

20. To set appropriate and regular internal tests and internal exams.

21. To fulfil the pastoral duties expected of any teacher in a British school. These include playground duty, cover duty, being a form teacher, supporting school functions and the like.