

Ruthin School

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Established 1284

Principal: Mr T J Belfield MA (Cantab)

Teacher of English as an Additional Language Job Description and Checklist of Good Practice

Introduction

Currently, there are 150 overseas students at Ruthin School that are taught English as an Additional Language. These numbers are set to increase from September 2017 and in order to attempt to keep the average class size around 10 an additional member of staff is now needed.

The EAL Department sits within the Languages Faculty (Head of Languages – Mrs Judith Morton) and currently has the following employees:

- Gabrielle Bonner (Head of EAL)
- Ewa Brodzinska (Teacher of EAL)
- Penny Foster (Teacher of EAL)
- Ruth Crowther (Teacher of EAL, French and Examinations Officer)
- Kath Goodey (Assistant Principal – Sixth Form and Teacher of EAL)

Due to many students applying to universities ranked in the top 20 in the UK, including Oxford and Cambridge, the post holder will be required to prepare students to ultimately achieve top results in EAL examinations (including CAE and IELTS).

Depending on the applicant's personal qualities and area of expertise and experience, EAL teaching to younger students age 11 - 14 may be required.

Minimum Qualifications

- Degree
- Recognised CELTA
- DELTA or Dip TESOL
- At least 2 years school experience (full-time/equivalent part-time)

Ruthin School does not require the post holder to hold a PGCE or have QTS (Qualified Teacher Status).

Preferable qualifications

- Master's Degree TESOL/Applied Linguistics
- DELTA
- Young Learners Additional Qualification
- IELTS preparation experience
- KET, PET, FCE, CAE and IGCSE English as a Second Language experience

Job Description and Working Practices

The Teacher of EAL will report to the Head of Languages.

Whilst it is impossible to detail every job involved in working in Ruthin School, below is a representation of what is involved.

- Plan and prepare lessons carefully
- Make sure that preps. are set regularly (not too little and not too much) and that they are promptly and thoroughly marked according to the Marking Policy. Ensure that “stand-by” preps. are available in case of absence etc.
- Provide information for the writing of references.
- Communicate and co-operate with other staff and departments.
- Ensure that you are aware of and understand the marking procedures and details on assessment and record keeping.
- Keep up to date with all aspects of curriculum developments, with special reference to the Public Examinations.
- Foster, by example, a spirit of academic enquiry in the Department. Read and share books, articles etc.
- Take responsibility for the development, work and behaviour of all pupils who you teach.
- Ensure that pupils’ efforts are rewarded.
- Make sure that you are aware of special circumstances affecting pupils; e.g. dyslexia, physical problems, home background etc.
- Be aware of those pupils who are struggling, experiencing special difficulties, or need stretching etc. and offer appropriate support.
- Help colleagues and seek advice in cases of disciplinary problems.
- Advise pupils at times of option choices and when help is needed for careers, or UCAS choices.
- Provide advice on entry at appropriate levels in public examinations.
- Liaise with appropriate pastoral staff when problems involving specific pupils arise.
- Help with departmental contributions to parents’ evenings, Open Days etc.
- Ensure that the information produced in report/ratings to parents is detailed, relevant and reflects the term’s work and is specific to that pupil.
- Ensure that rooms, equipment, wall displays etc., are maintained to a high standard. Report defects promptly.
- Ensure that resources are stored securely.
- Advise the Head of EAL about departmental needs.
- Set and mark, collate, and evaluate internal examinations at the request of the Head of English.
- Keep records of all pupils: internal assessment, examinations both internal and external.
- Act as a tutor as and when advised.
- Participate in the duty rota.
- Attend staff meetings as and when called.
- Attend pre-term meetings or INSET days.
- Maintain good discipline within the classroom, the School and its facilities by carrying out the School Policy on: uniform, punctuality, respect for others, manners, appearance etc.
- Play a full part in the pastoral provisions of the School.
- Cover for absent colleagues as directed.
- Support activities within the School.
- Support all end of term events.
- Support inter-house activities.
- Share in evening and weekend duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Toby Belfield
Principal
February 2017