

## HEAD OF ENGLISH AS AN ADDITIONAL LANGUAGE JOB DESCRIPTION

<b>Job Title:</b>	Head of EAL
<b>Line Manager:</b>	Assistant Head (Whole School)

### Purpose of Job

- Broker support and learning opportunities both within and beyond the school community that improve the quality of services for pupils with their language and learning (L&L) development
- Provide support and guidance to pupils and those engaged with them, by removing barriers to L&L in order to promote effective participation, raise aspirations and achieve full potential

### Duties and Responsibilities

#### Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in pupil progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate pupils, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of pupils and young people

#### Enhancing learning opportunities for pupils

- Provide support and guidance to pupils to enhance language development and remove barriers to learning in order to promote effective participation, enhance self-esteem, raise aspirations and enable them to achieve their full potential
- Plan and provide interventions for pupils both in 1:1 and small groups sessions for L&L development needs
- Provide opportunities for able pupils to work at higher cognitive levels, to develop specific skills and talents as well as coordinating pastoral support for them both socially and intellectually
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Establish and maintain a framework for Individualised Education Programmes (IEPs) to actively support class teachers in effective teaching delivery and keeping parents informed of progress
- Identify pupils who have special requirements such as visual, speaking or learning difficulties and qualify for examination access arrangements and intervention support

#### Recording and assessment

- Set targets for raising achievement among pupils with L&L development needs
- Collect and interpret assessment data for pupils with L&L development needs and provide analysis data on their progress and attainment
- Establish systems for identifying, assessing and reviewing pupil progress

- Inform the Assistant Head (Whole School) on the effectiveness of provision for pupils with L&L development needs

### **Communication**

- Ensure all staff members recognise and fulfil their responsibilities to pupils with L&L development needs
- Work closely with subject teachers in identifying pupils who have special requirements such as visual, speaking or learning difficulties and qualify for examination access arrangements
- Establish the L&L Department and disseminate good practice across the school
- Support parents in understanding and dealing with their child's English language needs and behaviours
- Provide training opportunities for Teaching Assistants and other teachers to learn about L&L
- Identify resources needed to meet the needs of pupils with L&L needs and advise the Assistant Head (Whole School) of priorities for expenditure
- Attend consultation evenings as required and keep parents informed about their child's progress in regard to their development
- Meet regularly with the designated line manager to report on progress of identified pupils and planned strategies for support
- Attend and participate in network meetings with other professionals to enhance practice

### **Collegiality**

- Actively establish good relations with parents and other visitors to the school
- Ensure that staff commit to supporting the L&L by establishing and maintaining effective working relationships
- Ensure pupils feel they are supported in developing their L&L needs through showing empathy and understanding and lending direction and motivation
- Maintain a teaching load appropriate to the position, including participation in extra-curricular activities as appropriate, and as agreed with the Assistant Head (Whole School)
- Take a fair and appropriate share of duties
- Attend House activities as well as Expeditions as required

### **Other Responsibilities**

- Undertake other reasonable duties as requested by the Assistant Head (Whole School) and any duties that the Head Master/Mistress deems necessary for the effective operation of the school
- Comply with and assist the Assistant Head (Whole School) in the development of policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.

## **Requirements**

### **Education, training and qualifications**

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Working knowledge of the National Curriculum of England including EYFS, KS1, KS2, KS3, IGCSE/GCSE and A Levels as appropriate
- Evidence of relevant and challenging continuing professional development
- A qualification in either pupil Language Development (e.g. ELT Diploma or equivalent)

### **Knowledge and experience**

- Minimum three years' teaching experience

- Knowledge and experience of how to use IT effectively in promoting pupil learning
- Recent and consistent involvement in extracurricular activities
- Previous experience or knowledge of working with pupils for whom English is not their first language
- Previous experience or knowledge of working with pupils with additional needs

**Personal qualities**

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care about staff and pupils, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in pupil welfare and their wider learning experiences
- Have excellent organisational, communication and interpersonal skills

**Other**

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with pupils

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. 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 post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.