



# King Edward's

W I T L E Y

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## Job Description – Teacher of EAL (part time, potential to rise to full time in 2021)

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### Overall Purpose

To assist the Head of Department with the School's delivery of EAL teaching which is effective, engaging and interesting and supports the School's aspiration to provide outstanding teaching and learning for its pupils. To safeguard and promote the welfare of children.

Reporting to: Head of Learning Support and EAL

Location: King Edward's Witley

Direct reports: Nil

Hours of work: Circa .6FTE inclusive of non-contact time, as agreed with Head of Department

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### Knowledge and Understanding

- Have a secure knowledge and understanding of the concepts and skills in EAL, including ICT, literacy and numeracy.
- Develop and promulgate an extensive library of teaching strategies that inspire enthusiasm and confidence in our pupils.
- Undertake an appropriate teaching commitment in the department across the age and ability range. Ensure that pupils are taught according to their individual needs and abilities, following the syllabus and the schemes of work.
- Have an understanding of the progression of the pupil's acquisition of knowledge, skills and understanding.
- Understand how the pupils' learning is affected by their intellectual, emotional, physical and social development.

### Planning, Teaching and Classroom Management

- Development of the schemes of work, teaching and learning materials and curriculum within the department.
- Timetabling of group and individual lessons for EAL support
- Plan own teaching to maximise progression in pupils' learning and self-development by identifying clear objectives, setting demanding expectations to challenge pupils, and by sharing clear targets for pupil learning, which build on their previous learning experiences.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- To have high expectations of pupils and build successful relationships centred on teaching and learning.
- Make effective use of the assessment information on students' attainment, learning styles and progress, to plan future lessons and to identify individual needs.

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- Liaise with individual pupils' subject teachers where relevant to ensure pupils are fully supported to ensure their progress.
- Prepare pupils for examinations and provide evidence of their progress toward their expected grades, either personally or via the team to the Deputy Head Academic.
- Take responsibility for adherence to the King Edwards standards of behaviour in classrooms by maintaining high standards of discipline, where necessary using the recognised system of sanctions.
- Develop positive, productive relationships to nurture self-belief and confidence in pupils.
- To plan for the effective deployment of any support staff who are contributing to pupils learning.
- Produce displays of work for Departmental areas and classrooms.
- Protect the fabric of the classroom, furniture and display areas. Ensure that classrooms are left tidy after each lesson.
- Establish clear teaching programmes for individual pupils and classes
- Attend Parents' Conferences and Open Mornings

### **Assessing Pupil Performance**

- Utilise the wide range of assessment tools recognised by the school to effectively measure pupil performance.
- Assist with screening and assessing for access arrangements.
- Communication with parents to explain outcomes and recommendations, learning support lessons and progress of pupils
- Be aware of any special educational needs and any benchmark data that is available for each pupil.
- Work with the Deputy Head Academic to establish expected grades for each pupil.
- Set Prep according to school policy and follow the prep timetable.
- Mark pupil's work with detailed comments, both oral and written in accordance with school policy.
- Keep records of work covered and the standards achieved by each student.
- To write and complete reports adhering to the deadlines set by Senior Management Team.

### **Co-curricular**

- To contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school according to skills and enthusiasm be that in sports, arts, community and other activities.
- Tutoring - to take responsibility for the academic progress and overall welfare of a group of approximately 16 students
- To contribute to the wider academic life of the school via enrichment activities, subject clinics and revision groups.
- Although there are no lessons on Saturday mornings, the weekend programme is a busy one and all teaching staff participate in one way or another.

### **General**

- To make a positive contribution to the department by attending departmental and staff meetings.
- To make a positive contribution to the School and strengthen the partnership with parents by attending meetings as required i.e. 'whole school' INSET days, chapel services and parent conferences.
- To use the school's information system, currently ISAMS, according to school policy to keep accurate attendance and assessment data, as well as a record of Rewards and Sanctions.

- To maintain own continuing professional development, keeping up to date with legal requirements.
- To maintain appropriate confidentiality of information relating to the School and its staff and maintain compliance with GDPR 2016.
- To adhere to the School's Company Health, Safety and environmental Policy at all times.
- To actively promote the School's safeguarding Policy and beware of personal responsibilities.
- To carry out any other reasonable duties as required.

## **Person Specification**

### **Essential**

- A current specialist EAL qualification such as DELTA, CELTA or a dip TEFL masters.
- Specific Learning Difficulties Assessment Practising Certificate or a similar post-graduate specialist qualification
- An undergraduate degree in a relevant subject or recognised equivalent.
- A teaching qualification, such as a PGCE or recognised equivalent.
- The ability to teach up to up to GCSE and A-level/IB.
- Knowledge and experience of EAL qualifications
- Enthusiasm and commitment to high quality, inspiring teaching.
- Demonstrate enthusiasm and passion for the subject.
- Will be willing to contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school.
- Excellent verbal, written and numeracy skills.
- Ability to manage workload and priorities as well as tracking progress on a wide range of tasks.
- Ability to prioritise and work to deadlines with a 'can do' attitude.
- Knowledge of the GDPR 2016.
- Excellent interpersonal and communication skills, both written or oral.
- Unflappable and highly flexible, a team player with a good sense of humour.
- An appreciation and dedication to the importance of the safeguarding agenda.
- Sympathy with an educational environment and the aims of KESW in particular.

### **The Department: -**

The Learning support/EAL department consists of five members of staff with a range of specialisms, including Mathematics support, EAL and expertise in specific learning needs including students with a range of conditions such as ADHD and ASD, dyslexia as well as non-specific learning disorders. Some students from each year group across the school have timetabled access to the Learning Support department within the curriculum.

We also offer one-to-one support for students with learning needs including English as an Additional Language. The department has administrative support to organise a weekly timetable for one-to-one sessions and to supervise billing for paid tuition provided to both SEN and EAL students. Colleagues across the curriculum may also be assigned learning support lessons.

The department has flourished in recent years and we seek to build on its success in developing positive partnerships between pupils, staff and the home.

## **The Post: -**

The post involves teaching EAL qualifications such as KET, PET and FLE as well as teaching the English B language acquisition element of the IB in the 6<sup>th</sup> form.

**Terms and Conditions:** King Edward's has its own salary scale, which provides generous remuneration. Single or family accommodation may be available at favourable rents; currently around 50 teaching staff live in school accommodation. Children of staff may be educated at King Edward's Witley and Barrow Hills School as day pupils at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

## **FURTHER INFORMATION:**

**The School:** Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2017-8 the foundation provided support to over 70 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 55% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 38% of students are from abroad, from over 40 different countries. There is a Sixth Form of 140, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2004 the introduction of the International Baccalaureate Diploma, now its predominant Sixth Form curriculum, alongside A levels for some who wish to specialise earlier. The Head is a member of HMC.

Further details of the School are to be found in the Independent Schools' Year Book, or on our website [www.kesw.org](http://www.kesw.org).

**The Area:** King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

**Child Protection:** King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.*

*This job description will be reviewed as appropriate in consultation with the post holder.*

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----