



**A member of the Tapton School Academy Trust**

	<b>JOB DESCRIPTION</b>
<b>SCHOOL</b>	FORGE VALLEY SCHOOL
<b>POST TITLE</b>	EAL COORDINATOR
<b>ROLE PROFILE</b>	LD3.5
<b>JOB NUMBER</b>	N/A
<b>GRADE</b>	5
<b>RESPONSIBLE TO</b>	Assistant Headteacher – T&L
<b>RESPONSIBLE FOR</b>	N/A
<b>HOLIDAY AND SICKNESS COVER</b>	N/A
<b>PURPOSE OF JOB</b>	To assess language proficiency of EAL pupils, support from arrival in terms of induction and transition, carry out interventions with pupils with lower proficiency as well as offer in class support and share strategies with classroom teachers.
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Very good literacy/numeracy skills</li> <li>• GCSE Grade C in English and Mathematics (or equivalent).</li> <li>• Up to date training on the how to assess and support EAL pupils</li> <li>• Experience of working with EAL pupils</li> </ul>

## **JOB DESCRIPTION FOR POST OF: - EAL COORDINATOR**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **Admissions and Induction**

- Liaise with the Admissions Officer re: all new EAL arrivals and, where possible, attend admissions meetings in order to collect EAL specific information for the EAL student profile. Support in admin related to enrolment.
- Ensure new students are inducted into school effectively in terms of school rules, uniform, equipment and communicate this to parents
- Ensure that the student(s) have access to resources to support their learning e.g. a bi lingual dictionary, laptops, translations, in-class support

#### **Assessment and information sharing**

- Assess students' language levels using the relevant assessment material using the A-E scale to establish a baseline as part of the EAL student profile
- Ensure that the EAL Student profile includes targets for teaching and learning strategies including advice on the seating plan
- Circulate and disseminate EAL student profiles at the appropriate times; the beginning of Year 7 for new students and in-year for new admissions
- Where appropriate, liaise with the IR for EAL students who have a SEN/D

#### **Ongoing Support for students**

- Ensure EAL students have appropriate translations, prepare materials and modify work.
- Use specialist skills/training/experience to support EAL pupils both in timetabled lessons and through timetabled 1:1 or group interventions
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- Plan and deliver appropriate and timetabled EAL intervention curriculum
- Promote the inclusion and acceptance of all students.
- Help to promote pupils' self-esteem & independence
- Explain set work and activities to EAL pupils using appropriate language
- Support newly arrived EAL pupils to adapt to the school routine
- Encourage students to interact with others and engage in activities led by the teacher
- Prepare and present relevant CPD for teaching and support staff working with EAL pupils
- Accurately record achievement/progress and adapt planning in response to students' work. EAL proficiency
- Provide evidence of progress and give detailed and regular feedback to the HOD on students' achievement and progress.

- Raise any concerns over particular students with HOD and discuss/put in place further intervention support that maybe necessary.

### **Monitoring Progress**

- Use the EAL systems to monitor the academic, social and emotional progress of students on the EAL register
- Maintain the EAL register and ensure that it is accessible to staff
- Use the School's tracking and monitoring systems to identify under achievement. Liaise with class teachers, tutors and heads of departments to identify reasons for underachievement and facilitate additional support/intervention/assessment
- Establish constructive relationships with students and interact with them according to individual needs.

### **Curriculum and Exam Responsibilities**

- Maintenance of resources e.g. bilingual dictionaries, EAL assessment tools
- Liaise with the Exams' Officer with regards to access
- Liaise with Exams' Officer re: GCSE entries for community languages of EAL students
- Liaise with the School Librarian re: resources for EAL students
- Maintain an appropriate teaching space for students who have withdrawal lessons for EAL
- Support the development of a strategy ensuring inclusion, equality of opportunity and respect for diversity
- Monitor national policy and guidance and suggest amendments to the School's EAL policy in response

### **Communications**

- Attend Parents' Evenings where relevant in order to inform parents of progress
- To contribute to reviews of students' progress, as appropriate
- Sign post parents to EAL specific support
- Respond to parental enquiries re: EAL support
- Liaise with outside agencies where appropriate

### **Support for the school**

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings

- Participate in training and other learning activities and the appraisal process
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise pupils on visits, trips and out of school activities as required
- Assist with the supervision of students out of lesson times
- To support EAL homework clubs after school

***Any other duties and responsibilities that do not change the character and purpose of this post, as may be required by the Senior Leadership Team.***

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's policies, standing orders and current legislation with an emphasis on customer care, equal opportunities, data protection and health & safety.

<b>ISSUE DATE: November 2022</b>
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## PERSON SPECIFICATION FOR THE POST OF RECEPTIONIST

Minimum Essential Requirements	Method of Assessment
<b>Skills/Knowledge – Essential</b>	<i>(e.g. Interview, Application form, test, assessment, etc)</i>
The ability to communicate clearly and assertively, both orally and in writing, with staff, students and parents	Application form / Interview
An experienced EAL coordinator, combined with TEFL or ESOL qualifications to support students' learning.	Application form/References/Interview
Be proficient in the use of Microsoft Office packages, email and the internet	Application form / Interview
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application form/Interview
Ability to relate well to children and adults	Interview/References
Work constructively as part of a team, understanding classroom roles and responsibilities	Application form/References/Interview
Able to priorities their own workload, working accurately and to deadlines	Application form/Interview
Good understanding of issues of equality and diversity	Application form/Interview
Good understanding of safeguarding policy and practices	Application form/Interview
<b>Qualifications/Training etc – Essential (if any)</b>	
GCSE Grade C in English and Mathematics (or equivalent).	Application form / Document Evidence
Evidence of strong interpersonal skills	Application form / Document Evidence / Interview
Evidence of relevant on-going professional development	Application form / Document Evidence / Interview
An ability to speak foreign languages	Application Form / Document Evidence / Interview
Safeguarding in Education training	Application Form / Document Evidence
<b>Work Related Circumstances (including Working Conditions)</b>	
Tapton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	