

HESTON COMMUNITY SCHOOL
JOB DESCRIPTION: EAL MANAGER

Post Title	EAL Manager
Overall responsibility:	Strategic Lead for EAL provision across the school
Reporting to:	AHT Inclusion/SENCO
Liaising with:	AHT Inclusion/SENCO, SEN Manager, HI Manager and Teaching Staff
Disclosure Level:	Enhanced
Salary/Grade:	S01

Key tasks and accountabilities will include the following:

To lead in the provision of high quality EAL education; to support teachers to operate at their optimum effectiveness in the delivery of the curriculum for EAL pupils so that they can achieve their full potential.

- To oversee the assessment and monitoring of all students' level of English
- Ensure all students identified with EAL needs have up to date personalised learning plans that are shared with staff who work with these students
- Monitor student work directly with teachers to ensure the highest standard of student outcome
- Create regular opportunities for teachers to share, reflect and improve on classroom practice
- Lead Department meetings, ensuring a focus on improving student outcomes
- Oversee the development of a progressive and effective EAL curriculum
- Monitor student progress, evaluate the success of EAL strategies and identify areas for improvement
- Ensure assessment and feedback strategies are of the highest standards and have a direct impact on improving the quality of teaching and learning
- To provide evidence of assessment and attainment through samples of work
- To support and prepare pupils for assessments and GCSE examinations to enable full access to the National Curriculum.
- To support pupils in the classroom and or in groups.
- To differentiate work for pupils, ensuring that resources and materials reflect and support the linguistic diversity of pupils and liaise with subject teachers on lesson planning.
- To organise and run before and after school clubs such as Reading, Literacy and Homework Clubs.
- To manage two EAL Teaching Assistants
- To liaise with the SEN department where a lack of progress suggests SEN.
- Support teachers in the timely and effective reporting of information to parents
- Develop EAL to be an example of excellence to others within and beyond the school
- To provide support, individual and group interventions for identified groups of targeted ethnic minority.
- To liaise with outside agencies and the AHT in charge of inclusion if there are concerns with pupils' social, personal or psychological development and to make these concerns known to appropriate staff.
- To attend parent's evenings and arrange translation meetings if necessary.
- To liaise with the LRC Manager regarding provision of books in home language and culturally relevant texts.
- To celebrate the cultural diversity of the school population and explore possible links with home countries through the Internet and other activities.
- To initiate and develop partnerships with parents / community and to enlist their support and strengths in education of bilingual pupils.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Headteacher.

Performance Management and Professional Development

The EAL Manager will be part of the School's Performance Management Scheme. S/he will have a Line Manager who will set agreed targets for the year. The Line Manager will monitor and review performance. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

The post holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1964 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The post allows substantial access to children. Candidates are required to comply with School procedures in relation to DBS checks.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equalities Policies.

PERSON SPECIFICATION

Qualifications and Experience		Essential	Desirable	Evidence
1	Degree or equivalent qualification		✓	A
3	Experience of working as part of and EAL team	✓		A
4	Experience of working within an educational setting		✓	A
5	Have strong ICT skills to assist in the planning and the delivery of lessons	✓		R, I
6	Ability to interpret and work within Government, LA and other statutory guidelines		✓	R, I
7	Awareness of data protection and confidentiality	✓		R, I
8	Knowledge and understanding of safeguarding practice	✓		A, I
9	Developing and maintaining good relationships with colleagues and students		✓	A, R
Skills				
10	Excellent communication and organisational skills	✓		R, I
11	Ability to work hard under pressure while maintaining a positive, professional attitude	✓		R, I
12	Ability to organise and prioritise workload and work on own initiative	✓		R, I
13	Excellent personal, oral and written presentation skills	✓		A, R, I
Personal Attributes and Behaviours				
14	Adaptability and flexibility to changing circumstances and new ideas	✓		R, I
15	A belief that schools have a responsibility to prepare students for their lives - not just for exams	✓		R, I
16	Creative, courageous and resilient	✓		R, I
17	Ability to respond positively to feedback	✓		R, I
18	Willing to take responsibility and ownership	✓		A, R, I
19	Team player	✓		R, I
Ability to Fulfil Wider Professional Responsibilities				
20	Willingness to make a positive contribution to the wider life and ethos of the School	✓		R, I
21	Ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

Key to Evidence: **A = Application**

I = Interview

R = References