



WELLINGTON
COLLEGE

Job Description

Job Title:	EAL Teacher
Department:	Academic Support and SEND
Reports To:	Head of Academic Support

Purpose of the Position:

The EAL teacher will support overseas pupils with their daily life at Wellington. It sits within the International Pupils and the Academic Support departments.

Departmental Information

The Academic Support Department is responsible for tracking, monitoring and assessing pupils with Specific Learning difficulties in line with JCQ regulations. The department will provide a holistic approach to supporting all pupils at Wellington College with academic and pastoral needs.

The Department is located within its own teaching block which contains 3 teaching classrooms, 2 of which have recently been updated to increase the space available for group and one-to-one teaching. The building has full wifi access, an extensive range of teaching materials are available and there are a number of computers in the department.

Main Tasks and Responsibilities:

The teaching assistant who oversees EAL provision at Wellington will aim to do the following:

Pre-entry:

- To contact overseas pupils and their parents and to work closely with Admissions to support applications and completion of paperwork
- To liaise closely with Prep Schools in the UK to identify and support any EAL pupils with Admissions
- Work closely with the Head of Academic Support and SEND to identify pupils who may require additional tuition

On Entry:

EAL pupils are assessed prior to arrive and upon entry to College. The Admissions department will require reports from current schools as part of their pupil selection. On arrival, the pupils will be monitored and assessed at regular intervals to ensure they are coping with the demands of the curriculum in liaison with the EAL teaching assistant.

- Meet with pupils and their families on pre-entry visits
- Meet with the Pastoral Team (houseparent's and Matron) to promote a smooth transition
- Help with administration and completion of paperwork

Tutorial Support

- Timetable to meet with the EAL pupils on a regular basis
- Liaise with tutors and house staff to ensure the pupils are managing the curriculum
- Liaise with the Head of Co-Curricular to encourage inclusion and enrichment opportunities
- Organise the programme of activities (some of which run at weekends) for International pupils



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Curriculum

- Provide the opportunity for pupils to sit a recognised qualification in ESL
- Provide timetabled lessons for 1:1 or small group support for 8-10 lessons per week
- Liaise with the Head of Academic Support and SEND on the curriculum provision

Whole College Provision:

- Attend safeguarding courses where required
- Support Continued Professional Development on EAL pupil needs where required
- Support NQT and teaching assistants with EAL provision
- Attend Staff and pastoral meetings weekly
- Liaise closely with house parents and Matrons
- Provide additional support to overseas and EAL parents on all matters relating to College
- To promote the values of Wellington College and the Academic Support department

Person Specification

Education Attainment

Educational qualifications required for role

Appropriate honours degree from a recognised university
EAL teaching qualification

Knowledge and Experience

Essential

- PGCE/QTS
- Teaching experience of curriculum EAL as well as additional support EAL (1:1, small group and in-class support)
- Awareness of safeguarding with up to date training
- Secure subject knowledge
- Awareness of examination specifications and requirements
- Awareness of appropriate teaching and learning strategies,

Desirable

- Pastoral experience within a similar setting
- Proficient in IT including One Note and Isams or equivalent

Skills and Personal Qualities

- Ability to think outside the box and plan exciting innovative lessons
- Excellent oral and written communication skills
- Ability to motivate and enthuse pupils, and work collaboratively with colleagues
- Prioritise and be well organised
- Contribute to the co-curricular activity plans
- Willingness to develop own learning of the subject
- A passion for teaching
- Calmness under pressure
- Resilience, commitment and confidence
- Both independent and a team player

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:



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- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.