**Myanmar International School**

**EAL Coordinator Job Description**

**Reporting to Head of Student Support**

**Job Description (see also teacher’s job description)**

The key purpose of the role is to ensure high quality provision for students identified for support through our EAL programme that enables them to access the mainstream curriculum.

The main responsibilities are:

1. To be a role model of effective practice
2. To lead assessment processes that identify students in need of EAL support and track their progress both on entry to the school and throughout their time at MIS.
3. To lead the development of curriculum plans for each year
4. To organize departmental resources
5. To arrange schedules for team members
6. To support the school administration in the preparation of reports.
7. To work with others in the school to develop coherence between EAL and the mainstream curriculum.
8. This list is not exhaustive and the post holder will be expected to complete additional tasks that are reasonably within the scope of the role.

**Person specification**

1. Qualified/Licensed teacher in an English speaking country (E)
2. A highly effective and successful teacher, able to model good practice (E)
3. Significant experience of teaching EAL in a school context (E)
4. Experience in an international school where many students have English as an additional language(D)
5. Experience as Coordinator/Head of Department (D)
6. Skills in assessing students and using data to raise standards (E)
7. Experience of push in and pull out support (D)
8. Knowledge of EAL curricula, ideally including Cambridge Global English and WIDA(D)
9. Well organized (E)
10. Positive and resilient (E)
11. Supportive of others, collaborative (E)

E: Essential, D: Desirable

Prepared by David Tansey, May 2018