



## **Job Description – English as an Additional Language (EAL) Tutor**

### ***Main responsibilities:-***

#### ***Teaching and Learning***

The Tutor is expected to:-

- Plan and deliver lessons and activities for children whose English is not their first or main language, either in small groups or one to one, adapting the plans where appropriate according to the immediate needs of the children.
- Acknowledge the different learning styles of various pupils and use a variety of teaching methods to achieve understanding.
- Set targets for progression designed to secure good progress for all pupils.
- To mark work from any lessons taught according to the School's marking policy.
- Assess children's progress and provide feedback to the Class Teacher and the Headteacher, as required.
- To support the classroom teaching by assisting children who may need additional support.
- Promote good relationships amongst pupils

#### ***Classroom management and organisation***

The EAL/TEFL Tutor is expected to:-

- Be responsible for maintaining good order and discipline among pupils and to safeguard their health and safety at all times.
- Provide a well-organised and tidy environment so that, wherever possible, materials and equipment can be accessed by pupils.
- Provide materials and equipment that are in good condition, suitable for the various tasks and respected by the children.
- Have regard for Health and Safety matters and ensure children are safe at all times.

#### ***Communications***

The EAL/TEFL is expected to:-

- Maintain professional relationships with colleagues.
- Provide information about pupil performance to the Class Teacher, SENCO and Headteacher.
- Deal with professional matters and sensitive issues diplomatically.
- Observe confidentiality.

- Contribute to the development of our EAL function in terms of practice and resourcing.

### ***Professional Disciplines and Development***

The EAL/TEFL Tutor is expected to:-

- Further his/her own professional development through the support of colleagues and attendance at relevant training courses, including staff Inset days .
- Participate in NMS Staff Performance Reviews and undertake any professional training identified.
- Maintain an interest in school improvement by contributing to The School Development Plan and adopting local recommendations.
- Know and follow the Teacher's handbook of the school

### ***Management***

The EAL/TEFL Tutor is expected to:-

- Make a positive contribution to whole school or team initiatives.
- Ensure that school policies are observed.
- Stay loyal to the aims of the school and NMS
- Keep safe the reputation of the school.
- Undertake such duties and tasks which may be reasonably requested by the Headteacher
- Participate in and support school events
- Report to independent inspectors as required

### ***Supporting Child Protection***

The EAL/TEFL Tutor is expected:-

- Take personal responsibility for providing a safe environment for children at all times
- Maintain professional standards and adhere to health and safety requirements, as well as Child Protection/Safeguarding guidelines
- Actively engage with and promote the School's Safeguarding Children Policy
- Report any concerns relating to children's welfare to the school's Child Protection Officer immediately
- Undertake regular Child Protection training as instructed

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