

# TEACHER OF EAL

## Main Tasks and Job Skills

Job Title: EAL Teacher in the Senior School

Responsible to: Teachers are responsible to the Head through the Head of their part of the School. On a day-to-day basis they are directly responsible to the relevant Head of Department

- I. Plans, prepares and teaches effective lessons meeting the educational needs of all the pupils by:
  - Following the requirements of the School curriculum;
  - Making full use of all the teaching resources available including information technology;
  - Setting and marking pupils' work (prep on a weekly basis), including exams within the specified deadlines;
  - Setting individual targets with specific advice of how the pupil can attain them in liaison with the HOD
  - Reporting, through periodic progress assessments and reports, on pupils' progress, attainments and efforts in accordance with school policy;
  - Supporting and preparing pupils thoroughly for public examinations (assessing and entering pupils in external EAL exams appropriate to their individual or university needs and aspirations (PET, FCE, CAE, CPE, IELTS, TOEFL);
  - Reviewing the results of internal and external examinations and making appropriate changes to improve individual and overall results.
2. Maintains accurate records of pupils' progress for external and internal use by writing assessments, reports and testimonials in a fair, consistent and timely manner.
3. Communicates effectively with pupils, parents and colleagues by responding promptly to letters and queries and by attending relevant meetings, parents evening and other events.
4. Supports colleagues and the Head of Department by developing new courses and teaching methods, offering ideas, sharing experience and assisting with general administrative or other reasonable tasks.
5. Assists in maintaining the discipline, neat appearance, good behaviour, health and well-being of pupils on and off school premises by implementing school policies.
6. Supports and implements fully School policies by:
  - attending relevant training and development programmes
  - supporting the marketing programme
  - representing the School in a professional manner.

7. Supporting events outside normal school hours, e.g. ISODE, concerts, open mornings, accompanying students to Cambridge/IELTS exams at the weekend, etc.
8. Participate in the School's Professional Development Review programme.
9. Undertake such tasks, within the Department, that the Head of Department might reasonably request

## **Skills required**

- Is determined to complete a task or action and get the job done on time and to the appropriate quality.
- Communicates clearly orally and in writing according to the needs of different people and their differing requirements (pupils, parents, colleagues, members of the public);
- Shows good judgment in a range of situations;
- Gathers, analyses and evaluates information to achieve the best outcome;
- Develops good working relationships with other people (pupils, parents, colleagues), listens carefully and responds to feedback sensitively;
- Is a good team member, willing to participate, share and raise awareness on issues and promotes equal opportunity;
- Manages own time and information in an effective manner and makes best use of resources available;
- Is adaptable, flexible and resourceful and able to respond to, and manage, change;
- Represents the department and School in a professional manner.

*The duties and responsibilities shown above are not intended to be exhaustive and teachers will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.*