



**BOOTHAM
SCHOOL**
AGES 3-18

Recruitment of

EAL TUTOR

AT BOOTHAM SCHOOL



JOB DESCRIPTION

Job Title: EAL Tutor

Reports to: EAL Co-ordinator

Staff Supervised: None

Key Contacts and Relationships:

EAL Co-ordinator; all students for whom English is not their first language; the Director of Boarding & Wellbeing; boarding staff; all teaching staff; the Registrar; the Exams Officer; the Foundation Programme Co-ordinator.

Overall Purpose:

The role of EAL Tutor is to teach and support students for whom English is not their first language. This will be through individual or group teaching, and pastoral and mentoring support, both formal and informal in nature. A key aspect will be to minimise the linguistic and social disadvantages for students and to ensure that they can access the curriculum.

Key Responsibilities:

The EAL Tutor will be required, amongst other things, to:

- Teach small EAL groups from year 7-13 including one-to-one teaching and in-class support
- Monitor and report progress of EAL students
- Liaise closely with parents and guardians with regard to provision, assessment and progress
- Create stimulating resources which scaffold learning
- Liaise with each student's subject teachers to ensure they are not disadvantaged. For example, the EAL Teacher will work on subject-specific vocabulary, including at A level
- Prepare students for EAL qualifications e.g. PET, KET, IELTS, and deal with the paperwork for enrolling for these exams
- Act as a champion/mentor for all EAL students providing a voice for their needs and concerns

This job description is not restrictive or definitive in any way and should be regarded as a guideline to the duties required, and may be amended in the light of changing circumstances following consultation with the post holder.

Skills and Competencies required in the role:

- Good honours degree in any subject, or relevant language teaching qualifications
- Proven track record of teaching EAL to young people
- Some experience of offering effective pastoral and mentoring support to young people
- Ability to demonstrate personal integrity
- Ability to work with a wide range of students and teachers
- Strong organisational skills
- Ability to communicate well with students, staff, parents and colleagues, both orally and in written form, and with those for whom English is not their first language
- IT skills, including their application in teaching and record keeping
- Willingness to become involved in whole school initiatives
- Qualified Teacher status is desirable but not essential
- Sympathy for the school's Quaker ethos and values

Hours of work:

Term time only. 37.5 hours weekly.

There will need to be some flexibility in daily hours to fit around students' requirements and availability. The school teaching day runs from 9.10 to 4.00, with an Activity Hour between 4.30pm and 5.30pm which may include some EAL support work.

Bootham School is an equal opportunities employer committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

From Bootham School Strategy 2017-2022:

We aim, as an employer, to provide a stimulating, fair and supportive working environment in which all employees understand the role they play in building a better world and know that they are valued for playing it.

Benefits and Salary of EAL Tutor

Bootham School has its own pay scale. The post of EAL Tutor is on a Support Staff contract and will be paid in the range 21 to 24, which is currently £26,885 to £29,119 full year equivalent, depending on experience and qualifications. The salary will be reduced pro-rata for working 35 weeks annually. Progression is by annual increments, subject to satisfactory performance.

Staff benefits include:

- Generous holidays (8 weeks in summer, 3 weeks at Christmas and Easter, 1.5 weeks October half term)
- Generous contributions to pension schemes for teachers and support staff
- Generous school fee discount for children of all staff
- Quality meals and refreshments provided, free of charge to all staff
- Pleasant working environment close to York Minster and historic city centre
- On-site parking available (but is not guaranteed)
- Covered, secure bike sheds
- Cycle Scheme to assist in bicycle purchase
- Payment of professional subscriptions to approved professional institutions
- Optional annual flu jab, free of charge
- Use of fitness suite and swimming pool

The Application Process and Timetable

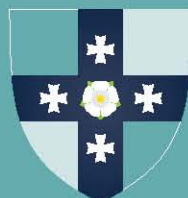
Please see the 'Guidance Notes for Completing the Application Form' and the 'Application & Recruitment Process: Information and Guidance', then download and complete the Application Form.

To find out more about Bootham School please visit our website at:

www.boothamschool.com

We look forward to receiving your application by: 10am on Tuesday 15th May

Interviews will be held: Friday 25th May



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