

Job Description

Position Title	EAL Teacher	Date: June 2017
Function/Department	Elementary School	Location: Singapore
Manager Name & Title	Head of Learning Enrichment	
Position Type	Fixed Term	
Position Status	Full Time	

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Objective

- To promote and maintain excellence in EAL teaching in the school, both in determining content and assessment of the teaching Programs for each level, and in the delivery of those programs.
- Key areas of responsibility in Curriculum, Co-curricular and Administration.

Specific Responsibilities

Curriculum

- Ensure classroom practice is in keeping with the classroom expectations for staff at AIS
- Provide support to class teachers, subject specialist teachers and teaching assistants to enable them to adequately meet the needs to their EAL students
- Where possible participate in collaborative planning meetings, ensuring the needs of EAL learners are captured in the UOI work
- Ensure that there is a clearly defined program of learning which is aligned with the School's teaching and learning expectations and the IB PYP and Acara philosophy and standards
- Ensure that the learning outcomes for each year group are clearly defined, with clear criteria relating to the School's assessment and reporting policy
- Preparation of internal examination papers, ensuring that they are set consistent with the relevant subject learning outcomes
- Develop attainment targets for each student in relation to benchmark test results and any previous knowledge about the student's capabilities.
- Ensure integration of ICT and the Library as teaching resources and tools into the planning process
- Analyse the students' examination results in relation to benchmarks including predicted grades and previous years' results and share findings
- Participate in relevant excursions, competitions or other such activities
- Monitor the quality of student homework and students' compliance with the School's homework policy
- Ensure that the curriculum is properly differentiated

Co-curricular

- Undertake Yard Duties as required by the Assistant Head Welfare and Admin
- Attend all Elementary School Assemblies
- Attend all Elementary School events including Presentation day
- Play an active part in the School's CCA programme/or representative sport programme
- Maintain and ambassadorial role for AIS within the community

- Attend Year Level Camps as required

Administration

- Maintain appropriate records for student assessment and behaviour
- Maintain appropriate records of meetings with parents – including parent/teacher interviews, phone calls and face to face meetings
- Keep senior staff apprised of any issues involving students – academic and pastoral
- Ensure that teaching programmes are up to date
- Prepare lesson plans that are in line with teaching programme and curricular objectives
- Attend presentation evenings as required by the Head of Elementary School
- Attended timetabled departmental meetings
- Attend weekly Elementary and whole School Briefings
- Attend timetabled Elementary and Whole School meetings
- Maintain student attendance records for each class
- Maintain effective communication
- Complete student reports as required

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Be involved in school functions, meetings, events and professional development days as required, both within and out of school hours
- Carry out additional duties as directed by the Heads of Year, Assistant Heads of Sub-school, Head or Assistant Head of Elementary, or the Principal

Qualifications & Skills

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education. EAL Qualifications in addition to Degree qualifications would be an advantage.
- A minimum of 3 years FT teaching experience in a recognised educational institution
- Experience teaching EAL in a School with an established English as a Second Language Department would be an advantage
- Excellent communication, information technology, multi-tasking and time management skills
- Ability to work as a part of a team and an interest in participating in the wider school community

Contacts

- Students, Heads of Year, Heads of Department, Program Coordinators, Parents

Job Description

Working Conditions

- 8.00am to 4.00pm or as required
- Meetings as required
- Conduct CCAs as per School guidelines

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Full time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and housing depending on terms of employment