

**Featherstone High School**  
**Job Description**

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**Job Title:** EAL Coordinator  
**School:** Featherstone High School  
**Salary:** MPR/UPR (Inner London) + TLR2  
**Reports To:** Assistant Headteacher

As a Lead Teacher of EAL you will:-

1. Plan the programme of support for targeted EAL students.
2. Teach in partnership in mainstream classroom
3. To teach withdrawal groups
4. Develop short- term personalized induction programmes for students
5. Evaluate with Lead Teachers existing schemes of work across the curriculum to ensure quality of provisions for EAL students
6. Build up collections of teaching resources
7. Assess the needs of newly arrived students and liaise with the relevant members of staff to place students in appropriate tutor groups and sets
8. Assess target students in order to re-assess changing needs and to monitor progress
9. Maintain accurate assessment records (EAL register) detailing the progress made in English language acquisition by EAL students; updating it as and when required
10. Take responsibility for identifying and meeting the language needs of EAL learners
11. Provide training for mainstream teachers and EAL 'champions' in each department
12. To provide guidance that enables staff to confidently use a range of appropriate teaching and learning methods and materials to ensure access to the curriculum for pupils who have English as an additional language
13. Formulate the development plan, lead action and monitor the effectiveness of the SDP for literacy in collaboration with the literacy coordinator
14. Ensure that the proficiency levels of students are shared with staff and updated on SIMs and the EAL Register on a yearly basis
15. Working with pastoral teams, meeting parents and maintaining links between home and school and where necessary arranging for translators
16. To regularly update the AHT in charge of EAL the progress and development of the EAL programme, including writing an annual report to Governors

17. To develop and ensure the implementation of the EAL policy and monitor and evaluate its effectiveness.

**By signing this document you are agreeing to undertake all duties stated within this job description.**

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person Specification**  
TLR 2B EAL Coordinator

		<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications</b>		
1	Good degree or equivalent	E	
2	Qualified Teacher status	E	
3	At least 3 years teaching experience	E	
4	Experience in developing and organizing the EAL teaching programme and provisions	E	
	<b>Experience</b>		
5	Management training and/or experience	E	
6	Experience of teaching and managing examination courses, including setting up home language examinations	E	
7	Evidence of team work and supporting colleagues effectively	E	
8	Ability to effectively manage student behaviour, and to establish an appropriate classroom environment that supports and promotes learning and achievement	E	
9	Experience of being involved in raising levels of student attainment	E	
	<b>Knowledge/ Skills</b>		
10	Knowledge of curriculum developments related to the post	E	
11	Demonstrate an ability to communicate effectively with different audiences (orally and in writing).	E	
12	Good ICT skills	E	
13	Good understanding of how children learn and how to raise standards of achievement	E	
14	Demonstrate an ability to interpret and act on a wide range of key data	E	
15	Good organizational skills	E	
16	Excellent classroom practitioner with evidence of ability to teach good to outstanding lessons	E	
17	Demonstrate an ability to successfully work as part of a team and motivate others	E	
	<b>Personal Qualities</b>		
18	Demonstrate an ability to work well under pressure	E	
19	A commitment to promoting equality, diversity, and inclusion	E	
20	An excellent understanding of, and commitment to, safeguarding and promoting the welfare of young people and vulnerable adults	E	