



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

<b>JOB TITLE</b>	EAL Coordinator
<b>GRADE</b>	Management Allowance (MA) 1
<b>RESPONSIBLE TO</b>	Head of Inclusion and SENCO
<b>JOB PURPOSE</b>	To share the responsibility for the quality of the EAL provision by aiming for conditions in which teachers can operate at their optimum effectiveness so that all pupils achieve their full potential.

*All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with*

### KEY TASKS

- To plan, coordinate and manage the delivery of the EAL provision and curriculum, including appropriate documentation
- To promote a purposeful, disciplined and thriving learning environment which aims to raise student expectations and self-esteem
- To coordinate the development of all EAL work within the school and to administer and manage all matters relating to EAL including LEA returns
- To plan, coordinate and implement procedures for Assessment, Recording and Reporting in the EAL areas
- To be responsible, in liaison with the Head of Faculty, for the management of resources and of the budget
- To contribute to the overall management of the Faculty and to lead discussions on key issues
- To identify training needs, and contribute to the facilitation of its delivery
- To support student teachers in aspects of their learning
- All staff have a responsibility for promoting and safeguarding the welfare of the children and young people s/he is responsible for or comes into contact with