Director of International Students

JOb description

# This role reports to the Deputy Head

# Person specification

* A well-qualified graduate teacher to lead the teaching of English as an additional language throughout the school including the sixth form.
* Experience of teaching English as an additional language is essential and a qualification such as TEFLQ is desirable.
* A dynamic, enthusiastic classroom practitioner with a clear sense of purpose and high expectations.

# Key responsibilities:

* To act as a conduit between the school, agents, guardians and international parents, working in collaboration with the Boarding team, Heads of Year and Admissions to build strong relationships and ensure timely and relevant communications to all parties
* To act as an internal advocate for all international studies providing one to one academic and pastoral support alongside the tutor team
* To lead and take ownership of the one-year international programme and short stays including the preparation of courses, co-curricular provision and lessons
* To liaise with the Deputy Head and other senior managers to ensure that the needs of international students are being met within the curriculum.
* To assess all international students on arrival and identify the appropriate EAL pathway
* To manage the EAL department and all aspects of EAL provision including but not exclusively:
  + To teach EAL to individuals and small groups in Years 7-13 to support their learning in mainstream classes, preparing students in Years 7-10 for appropriate Cambridge Examinations and in Years 12 and 13 for IELTS
  + To provide EAL support to mainstream teaching colleagues to ensure that EAL students are engaging with the subject content and making good progress.
  + To co-ordinate and provide in-class support across all subject areas where required including liaising with the English Department about appropriate GCSE English examinations for EAL students.
  + To be available in the EAL department to provide drop-in support for students needing help with academic work and/or other concerns.
  + To provide guidance and Continual Professional Development training for new and existing staff on strategies for supporting EAL students
  + Helping international students applying to universities with their applications, liaising closely with the Head of Careers and Head of Sixth Form.
  + Administrating the GCSE and A-level exams for international students who wish to take exams in a first language not otherwise taught within the school curriculum (e.g. Mandarin).
  + Initiating and promoting curricular and other projects to assist in the integration of EAL students.
* To spend one night per week in boarding supporting the international students and participating in boarding activities
* To promote the importance of the school’s global community taking responsibility for International Day and other school and student initiatives and appropriate extra-curricular activities
* To undertake duties relevant to and commensurate with the role

# Head of Department responsibilities:

* Delivering teaching according to each student’s individual educational needs including the setting and marking of work to be carried out by the students in school and elsewhere
* Assessing, recording and reporting on the development, progress and attainment of students
* Preparing and regularly updating Individual Education Programmes for EAL students for academic and pastoral staff including identifying any EAL students who may require additional SEN support
* Monitoring the standards of teaching and learning in the department, including undertaking lessons observations, and encouraging the sharing of good practice
* Monitoring and recording individual students’ progress, setting targets and reporting progress to subject teachers and the Deputy Head, providing evidence of assessment and attainment through samples of work - updated termly.
* Attending relevant meetings with parents and guardians and Head of Department meetings. Holding regular department meetings, ensuring that appropriate minutes are kept
* Liaising with Deputy Head over timetable and other academic issues
* Allocating staffing, including the distribution of pupils and teaching groups among the members of the Department
* Preparing department documentation, including writing of Schemes of Work, Minute Keeping, Department Book, etc.
* Setting the annual department budget including book and resource ordering
* Maintaining the fabric of the department including the appearance of the teaching area and regularly updated displays
* Distributing and managing requirements stemming from exam results.
* Managing other members of staff who teach within the department.
* Assisting all aspects of HR relating to the department including recruitment, induction and performance management