

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Lead for EAL students
Scale: Senior Learning Coach
Responsible to: Director of Inclusion
Start date: 1st September 2019

Aim

To ensure that EAL students are monitored and supported across the school to access the curriculum and wider opportunities in order that they can flourish and achieve their potential.

This a full time role, term time only, Monday to Friday 8am-4pm. Please note that, in addition to monitoring and supporting EAL pupils, a proportion of this time may be spent supporting pupils with special educational needs.

Key Responsibilities

Admission and induction

- Liaise with the Admissions Office re: all new EAL arrivals and attend admissions meetings in order to collect EAL specific information for the EAL student profile.
- Assess new students for language proficiency using the EAL A-E codes
- Liaise with ELT to ensure an appropriate induction including, where possible, a buddy in consultation with the Head of Year and/or Head of House
- Ensure that new students have access to resources to support their learning e.g. a bi-lingual dictionary
- Liaise with the transition team to ensure that Year 7 EAL students have access to support and resources for a successful transition.

Information Sharing

- Assess students' language levels using the relevant assessment material to and disseminate to establish a baseline as part of the EAL student profile
- Produce and disseminate EAL student profiles to teaching, pastoral and house staff and ensure that these are up to date.

Supporting students (principal role)

- Provide one-to one or small group support in or out of the classroom for target students in years 3-13.
- Maintain positive relationships with EAL students and monitor their academic, social and emotional progress.
- Use the School's tracking and monitoring systems to identify under achievement. Liaise with class teachers, tutors, Heads of Year and Heads of House to identify reasons for underachievement and identify appropriate support.
- Liaise with teaching staff to ensure that appropriate support is in place for EAL students.
- Provide supervision and support for EAL pupils who are studying towards and English Language qualification.
- Provide in-class support for SEN pupils.

Communications

- Contribute to reviews of students' progress, as appropriate
- Respond to parental enquiries re: EAL support
- Liaise with outside agencies where appropriate
- Participate in relevant meetings

Other

- Support the development and celebration of the multicultural community so that all students share a sense of ownership and belonging.
- Take a lead on school-based, local and national initiatives that support EAL students.
- Maintain an up to date knowledge of EAL issues and disseminate this information where appropriate.
- Develop and maintain a bank of EAL resources and liaise with teaching staff to encourage use.
- Actively contribute to the co-curricular life of the School
- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate
- Contribute to the overall ethos and aims of the School

Person Specification:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good GCSE pass in 5 subjects, including English and Maths	<ul style="list-style-type: none">• GCSE in a MFL
Skills	<ul style="list-style-type: none">• Able to develop positive relationships with staff and students.• Work on your own initiative without supervision.• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.• Excellent communication, planning and organisational skills• Ability to use MS Office	<ul style="list-style-type: none">• Ability to use SIMS
Personal	<ul style="list-style-type: none">• Hardworking• Enthusiastic• Resilient• A strong team player• Good sense of humour	<ul style="list-style-type: none">• An interest in different cultures

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.