



St. Joseph's Institution International School

POSITION DESCRIPTION

Job Title:	<i>EAL Teacher</i>
Reporting To:	English as an Additional Language Leader
Effective Starting From:	August 2026 - July 2028

Main Purpose of the Job:

- To support the language acquisition of all pupils
- Plan, prepare and teach language lessons
- Assessing, recording and communicating pupils' progress

Language Teaching:

- Catering for the various needs of groups of students which might contain a wide range of abilities and experiences of language learners
- Actively encourage conversation in the classroom (through techniques such as paired activities, group work, role-play, games, communicative activities and so on)
- Ensure that planning, preparation, recording, assessment and reports meet the expectations of the school
- Liaise with class teachers to assess children flagged as EAL concerns and manage the transition into and out of the language support programme
- Support class teachers in planning lessons to differentiate and meet the needs of pupils with EAL
- Liaise with class teachers regularly to promote the best learning outcomes for students
- Liaise with the SENCO for students with both EAL and SEN
- Liaise with other language tutors when necessary
- Attend meetings and maintain regular communication with EAL department colleagues
- Support the EAL leader in maintaining EAL set lists, as groupings change throughout the school year
- Administer routine assessments and undertake marking of pupils' work
- Create mid and end of year reports for immersion group children taught as per the school's reporting guidelines
- Manage and administer groups of children in the Languagenut online learning platform
- Plan, set and provide feedback for home learning tasks
- Create and maintain a purposeful, orderly and supportive environment, in accordance with school policy including the display of pupils' work
- Demonstrate a proactive approach towards professional development

Support for the Pupils:

- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils in line with the School's ethos
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Monitor pupils' responses to learning activities and accurately record achievement/progress
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Establish constructive relationships with parents/carers



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Curriculum Management:

- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Implement programmes linked to local and national curriculums
- Plan and integrate learning technology in activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate persons
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Support school professional development in EAL support and provision, with support from the EAL Leader
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group
- Contribute to the School's Co-Curricular programme

Person specification: EAL Teacher

Experience	<ul style="list-style-type: none"> ● Working with children of relevant age
Qualifications	<ul style="list-style-type: none"> ● Bachelors of Education/Postgraduate Certificate in Teaching ● Language teaching qualification ● Experience of supporting language ● Training in the relevant learning strategies e.g. literacy
Knowledge & Skills	<ul style="list-style-type: none"> ● Effective use of IT to support learning ● Understanding of best practices and pedagogy within the area of language teaching ● Understanding of national/foundation stage curriculum and other learning programmes/strategies ● Good numeracy/literacy skills ● Understanding of child development and learning ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to relate well to children and adults ● Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these ● Ability to develop students' character within the learning programme
Personal Attributes	<ul style="list-style-type: none"> ● Confidence, warmth, sensitivity, reliability, and enthusiasm ● Ability to communicate effectively with children and young people ● Good interpersonal skills ● Team work