



PARK VIEW
Thrive

Recruitment pack:

EAL Integration Specialist

PO1

1-year fixed term





We know that a school is only as good as its team. Park View is dedicated to providing every staff member with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire - supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture - provide the opportunity to plan a successful career path.
- Develop - We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality.

“Here at Park View you are encouraged to take responsibilities to help further your professional development.”
Lucie Hiron, English Teacher



A View from the Top



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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.
- Free Fitness Suite for all staff.

Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

“The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching.” Will Berridge, Assistant Headteacher



EAL Integration Specialist

We are looking to appoint an enthusiastic and talented individual to take on this important role.

The successful candidate's main objectives will be:

- Raise the level of English and academic attainment of EAL pupils through wave 1, 2, 3 interventions under the direction of the relevant classroom teacher or manager
- Under the direction of line managers, take a lead role in delivering support to meet the needs of EAL focus pupils who require specialist help to overcome barriers to learning
- Monitor EAL focus pupils' progress; identify and implement strategies to support them in and out of the classroom
- Facilitate the communication between staff, parents/carers and students through interpreting/translation in target language
- Liaise with other members of the inclusion team and wider staff
- Enhance the learning and engagement of a designated ethnic group
- Raise the social and emotional development of EAL focus students
- Establish a rapport with key students, their parents/carers and local community

Main duties and responsibilities (in conjunction with and under the supervision of relevant teachers and line managers)

- Assist teachers with implementation of wave 1 interventions within the classroom
- Support pupils' access to learning using appropriate strategies and resources
- Act as key worker for pupils with EAL and other barriers to learning
- Link with specified faculty areas to provide consistent communication between them and Inclusion
- Implement relevant curricular and extra-curricular 1-1 and/or small group interventions under the direction of relevant manager
- Carry out 1-1 mentoring with key pupils
- Attend to key pupils' personal needs and provide advice to assist their social, health and personal development

- Assist the Inclusion faculty with access arrangements by supervising pupils during exams and assessments
- Support the transfer process of students with EAL through key stages of education
- Support reintegration of EAL focus students who have been absent from school for prolonged periods of time
- Provide objective and accurate feedback to staff on key pupils' achievements
- Record interventions provided accurately and in a timely fashion
- Establish constructive relationships with relevant agencies/professionals and members of the community to facilitate support for pupils
- Attend and participate in regular meetings
- Attend school events e.g. Parents' evenings, Options' evenings, EMA Parent Forums to facilitate the communication between staff and designated ethnic group
- Provide home-school liaison prior to school events to ensure high attendance rates for designated ethnic group and keep accurate records of it
- Translate documentation and attend meetings to assist with translation/interpreting for designated ethnic group
- Plan and deliver targeted intervention to larger groups (up to 12 students) of EAL focus pupils at both key stages
- Provide differentiation strategies to cater for EAL pupils with complex needs such as: EAL, SEND overlap, lack of previous education, challenging behaviour
- Have ownership of a SoL (develop and deliver) of a designated EAL Immersion subject (full time beginner EAL intervention programme – up to 15 pupils) e.g. adapt and mark end of programme assessment papers; submit progress on DPR
- Liaise with HoDs to review content and skills for designated EAL Immersion subject
- Carry out EAL assessments of EAL new arrivals and assist with the writing of their profiles



EAL Integration Specialist

Main duties and responsibilities *cont.*

- Monitor the attainment and engagement of designated ethnic group to inform curricular and extra-curricular interventions i.e. monitor and maintain accurate DPR and SIMS records and registers evidencing the impact of interventions
- Facilitate home-school liaison through phone calls / emails on behalf of whole school staff e.g. communicate behaviour concerns, inform of academic progress, raise attendance concerns, inform of changes to rules and expectations
- Facilitate and deliver EMA Parent Forums to designated ethnic group to communicate: academic progress, social and emotional development, school rules and regulations, expectations and new school initiatives
- Conduct/support the speaking exam of GCSE community languages / ESOL
- Facilitate and deliver ESOL for Park View parents/carers evening classes
- Facilitate interpreting in meetings of sensitive safeguarding nature
- Deliver form time reading club to accelerate the language and literacy acquisition of EAL focus groups (6-8 pupils) i.e. teach literacy through reading, mark books as per department policy, carry out formative and summative assessments, coach new team staff members
- Carry out cover within the team as directed by line-manager/s

Management responsibilities

- Line-management of the EMA Bilingual Specialists allocated to the EAL Integration classes for in-class support
- Provide whole school INSET and borough training on the EAL Integration Programme
- Coach EMA Bilingual Specialists under their line-management to conduct GCSEs in target languages
- Organise and coordinate parents' evenings for EAL Integration Programme students
- Oversee and advise the budget allocation for the teaching resources within the EAL Integration Programme

Teaching responsibilities

- Teach EAL Integration Programme classes of up to 20 students in each class
- Design, write and implement schemes of learning for at least one EAL Integration subject i.e. ESOL, Mathematics, ICT, Art, Physical Education, Life in the UK, E-Learning
- Provide updates to parents / carers on EAL Integration students' academic progress through parents' evenings, other school events and on an ad-hoc basis
- Monitor the academic progress of EAL Integration students to inform changes in provision
- Use data strategically to inform extra-curricular intervention
- Provide formative and summative assessments in line with schemes of learning
- Provide extra-curricular intervention to narrow gaps in academic progress i.e. lunchtime, afterschool, half term interventions
- Provide quality marking and feedback in line with EMA department marking and feedback policy

Pastoral responsibilities

- Interpret in admission interviews of EAL Integration Programme students
- Carry out EAL New Arrival assessments of EAL Integration Programme students and write their profiles
- Perform form tutor role for one class within the EAL Integration Programme
- Log communication/records via the correct channels
- Support the EAL Integration Programme students with college applications
- Organise and take EAL Integration Programme students on educational trips
- Demonstrate awareness of the British values and facilitate the EAL pupils' understanding of them



EAL Integration Specialist Park View Person Specification

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Qualifications		
English language degree or graduate level qualification	X	
CELTA / TEFL / TESOL or any other EAL / ESOL / EFL qualification		X
Knowledge/Experience		
Experience of teaching EAL students at early stages of English in 1-1 and small group settings	X	
Experience in assisting / conducting GCSE Community Languages speaking exams	X	
Sound knowledge of the secondary school curricula	X	
Excellent ICT and word processing skills e.g. Microsoft word, excel, PowerPoint	X	
Experience with writing and logging accurate and comprehensive reports	X	
Sound knowledge of child protection, bullying and safeguarding procedures	X	
Skills/Competencies/Personal qualities		
Excellent spoken and written communication skills in English and target language	X	
Excellent literacy and numeracy skills	X	
Excellent organisational skills	X	
Be a positive role-model for our school and the wider community	X	
Be empathetic with students and parents/carers	X	
Motivate, encourage and inspire students to thrive to fulfil their potential	X	
Willingness to actively promote social inclusion policies and practices	X	
Have a flexible approach	X	
Have professional, firm, sensitive and consistent approach towards pupil discipline, in line with school behaviour policy	X	
Ability to work as part of a large team	X	
Have initiative and the ability to work independently	X	
Ability to work effectively in a high-pressure environment	X	
Be an enthusiastic, patient and resilient person	X	