

JOB DESCRIPTION

Purpose of role

To teach EAL students who join the Primary School with developing English, assisting them to become competent enough in English to access the mainstream curriculum successfully

Responsible to

EAL Coordinator (Whole School) and the Head of Primary for all aspects of the role

Responsible for

The designated students in assigned year groups on the EAL register in the Primary School

Responsibilities

To teach all students in the assigned EAL support programme until they are ready to graduate

To actively support and promote the BCIS Mission, Vision and Values

To align teaching practices with the BCIS Learning Principles within the EAL learning environment

To liaise with the teachers of other EAL programmes regarding graduation and transition.

To liaise with the Secondary EAL teachers regarding transferring students as appropriate

To actively help promote a learning and teaching environment across the Primary School which builds on learners' linguistic and cultural identities, acknowledging and understanding their past experiences and learning contexts

Key tasks

Learning and teaching

- Ensure that EAL learners are identified effectively through appropriate assessment and observation procedures, during the admissions process and after enrolment
- Teach assigned groups of EAL learners when their peer group are in English and foreign language lessons, focusing on cognitive and academic language proficiency (CALP) and relevant skills in listening, speaking, reading and writing with a cross-curricular focus
- Provide support (push in) for assigned learners when they are in their mainstream lessons in order to further plan appropriate support in pull-out sessions
- Establish a coherent partnership with class teachers whereby they feel supported in meeting children's EAL learning needs across the curriculum
- Monitor and evaluate the progress of EAL learners in EAL lessons and across the curriculum
- Contribute to the development of the learning environment in all EAL learning areas, creating and maintaining a comfortable, stimulating and well-resourced environment which values learners' achievements and promotes success and high self-esteem

Communication

- Meet regularly with the Primary EAL department members to participate in discussions, feedback and planning sessions
- Communicate and cooperate effectively with other EAL teachers to ensure a smooth transition between the different levels of support
- Communicate and work cooperatively with classroom teachers
- Liaise with the Secondary School EAL teachers regarding transferring students as appropriate
- Assist in the compilation and maintenance of the EAL register

- Assist with the maintenance and updating of the departmental handbook and student support handbooks as necessary
- Assist with the induction and support of new EAL students and their families
- Facilitate and promote positive relationships between home and school
- Report to parents at parent consultation meetings and through the end of year reports
- Be available to parents at other mutually agreed times as needed

Professional Development

- Participate in the school, department and individual review process (School Self-Evaluation)
- Actively seek opportunities for CPD/ professional learning in order to keep up to date with current best practice in UK and world-wide
- Attend such meetings, workshops and courses provided in school which support the School Improvement Plan
- Participate in the whole school vertical meetings with secondary staff
- Provide appropriate CPD/ professional learning for colleagues as needed

General

- Participate in the organisation and running of extra curricula activities, and attend and participate in the organisation of school events, productions and sporting events when required
- Take responsibility for Health and Safety matters for the area within you teach and report any matters that are a hazard; thus ensuring that adequate safety precautions are taken with the students
- Follow the Child Protection and Safeguarding policy at all times
- Ensure that all behaviour issues are dealt with in accordance with the BCIS Behaviour Policy
- Supervise areas of the school as outlined in the Supervision Duty Rota
- Be a role model for students and ensure adherence to the Staff Code of Conduct
- Carry out other related duties as required by the Academic Leadership Team (ALT).

This job description forms part of your Employment Agreement. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

I, hereby, accept the conditions of employment as outlined in this job description.

Employee's Signature

Date

Head of School's Signature

Date