

Job description

Job title	Teacher of English as an Additional Language (EAL)	Section/Department	Primary
Division/School	MCHK - School	Service location	Tai Po, New Territories
Reporting line	Head of School	Effective date	Aug 2022

Roles and Responsibilities	
Job Purpose	<p>The postholder will be part of the PYP Learning Enhancement team and will be expected to support children with a variety of learning enhancement needs including those with English as an additional language.</p> <p>As a Malvern College teacher the postholder will play a full role in the school's curricular, co-curricular and pastoral programmes.</p>
Main Academic Duties and Responsibilities	<ul style="list-style-type: none"> • Work closely with the Head of Learning Enhancement (LE), PYP Curriculum Co-ordinators and colleagues to ensure the effective delivery of the PYP programmes and to design and implement a relevant, challenging and rigorous curriculum; • Develop and implement delivery of the EAL programme according to MCHK's curriculum plans and expectations. • Work collaboratively with classroom teachers to improve the English language proficiency of all bilingual pupils. • Work collaboratively with Head of LE and classroom teachers to design and deliver courses of English Language to all pupils with English language needs, using content-based instruction as a means of developing linguistic ability. • Provide learning opportunities for each child relative to her/his needs, abilities and stages of development, ensuring attention is given to appropriate differentiation; • Evaluate teaching and learning achievement using the results to modify teaching and to improve children's learning programmes. • Monitor pupils' progress and keep accurate, cumulative records of children's achievements to enable effective reporting of pupil development and achievement to parents and classroom teachers. • Advocate for English language learners by facilitating community involvement and empowerment, fostering intercultural understanding and aiding mainstream teachers of learners with diverse language backgrounds who may struggle to access the content curriculum. • Contribute to collaborative learning at all levels of College life; • Create inquiry-based learning that develops critical thinking skills, knowledge and a range of skills within an environment based on trust and respect; • Select relevant resources and digital tools to support and enhance learning; • Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupils' learning which is shared with both class teachers and parents. • Implement an assessment system (in line with College procedure and practice) that relates directly to the pupil's personal learning and progress. • Identify pupils in need of EAL support upon entry into the College by assisting the Head of Primary in conducting individual and group assessments using the WIDA Screener assessment tools. • Develop and update EAL learner profiles detailing linguistic, cultural, experiential and social & emotional assets in accordance with the College's Inclusion Policy. • Communicate effectively with pupils, parents and colleagues in a professional manner;

	<ul style="list-style-type: none"> ● Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate; ● Play an active role in the College's co-curricular programme; ● Play a full part in the school's admissions process including attending Saturday Admissions day(s) as required; and ● Assist with any other duties, tasks or jobs as may be reasonably requested by the Head of School or Headmaster.
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Key Relationships

Internal	<ul style="list-style-type: none"> ● Pupils ● Headmaster and MCHK management team ● School's administrative and academic/teaching staff ● Human Resources team
External	<ul style="list-style-type: none"> ● Parents ● External co-curricular partners as appropriate

Position Requirements

Academic Requirements	<ul style="list-style-type: none"> ● Minimum Bachelor's Degree in relevant subject; ● A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE); ● Appropriate training and qualification in the teaching of EAL.
Required Working Experience	<ul style="list-style-type: none"> ● Minimum two years' teaching experience in EAL education; ● Previous experience of teaching the IB PYP is preferred, although outstanding candidates without prior IB experience will be considered.
Competencies	<ul style="list-style-type: none"> ● An appreciation of the IB Philosophy is required; ● All staff employed by the College to teach PYP would be expected to hold a current IB training qualification, at minimum of Category 1 level, within the given subject area prior to taking up the position; ● Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the College community; ● Ability to work collaboratively; ● Familiarity with various teaching resources including, where appropriate, digital tools to support and enhance teaching and learning; ● Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross-cultural approach to work.
Additional Requirements	<ul style="list-style-type: none"> ● A willingness and commitment to contribute fully to the life of the pupils and College beyond the academic day, including active participation in the academic enrichment and co-curricular programmes.