

Person Specification  
**EAL Coordinator**

Qualifications & Experience	Essential	Desirable
• GCSE A - C (or equivalent) Maths and English	✓	
• Good general standard of education		✓
• TESOL or other specialised EAL qualification		✓
Skills & Knowledge	Essential	Desirable
• Successful recent experience working with secondary age children		✓
• Understanding of child protection procedures		✓
• Working knowledge of the education system		✓
• Understand procedures and legislation relating to confidentiality	✓	
• Understand the importance of physical and emotional wellbeing	✓	
• Ability to write basic reports	✓	
• Ability to understand and support children with developmental difficulty or disability	✓	
• Understanding of and ability to implement the school's behaviour management policy	✓	
• Ability to support the work of volunteers and other teaching assistants in the classroom	✓	
• Ability to use clear language to communicate information unambiguously and listen effectively	✓	
• Ability to communicate effectively with children and their families and carers and other adults and overcome communication barriers with children and adults	✓	
• Good understanding of the school curriculum including knowledge of literacy/numeracy strategies		✓
• Know when, how and with whom to share information		✓
• ICT skills to support learning		✓
• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
• Basic understanding of Health & Safety		✓
Personal	Essential	Desirable
• Ability to resolve routine problems independently	✓	
• Flexible and adaptable	✓	
• Remain calm under pressure	✓	
• Good organisational skills	✓	
• Ability to use own initiative	✓	
• Ability to work within a team	✓	
• Reliable and trustworthy	✓	