

## Job Description

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| <b>Job Title:</b>        | English as an Additional Language (EAL) Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Grade:</b>            | Main pay scale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Hours of Work:</b>    | 3 hours a week (term time), 0.12 FTE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Job Purpose:</b>      | <p>To lead and coordinate the school's provision for pupils with English as an Additional Language (EAL), ensuring that students are accurately identified, assessed and supported to access an ambitious curriculum.</p> <p>To develop a consistent, evidence-informed approach to EAL provision through high-quality assessment, individual language profiling, targeted support planning and effective classroom practice.</p> <p>To lead the implementation of FlashAcademy and use assessment information to improve outcomes for EAL learners</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Responsibilities:</b> | <p><b>Identification and Assessment</b></p> <ul style="list-style-type: none"> <li>Lead the identification of students with English as an Additional Language.</li> <li>Complete initial language assessments for all newly arrived EAL students.</li> <li>Assess students' proficiency across speaking, listening, reading and writing.</li> <li>Use assessment information to identify barriers to learning and appropriate support strategies.</li> <li>Maintain accurate records of all EAL students.</li> </ul> <p><b>FlashAcademy</b></p> <ul style="list-style-type: none"> <li>Lead the implementation and day-to-day management of FlashAcademy.</li> <li>Complete baseline assessments using the platform.</li> <li>Monitor student engagement and progress.</li> <li>Analyse assessment data to inform intervention and classroom support.</li> <li>Produce reports on student progress and programme impact.</li> </ul> <p><b>Individual Planning</b></p> <ul style="list-style-type: none"> <li>Produce and maintain individual EAL Pupil Profiles.</li> <li>Develop personalised EAL Support Plans.</li> <li>Review support plans regularly and update them in response to student progress.</li> <li>Ensure information is shared effectively with teaching staff.</li> </ul> <p><b>Classroom Support</b></p> <ul style="list-style-type: none"> <li>Support teachers in implementing evidence-informed EAL strategies.</li> </ul> |

- Advise departments on adaptive teaching approaches that improve curriculum access.
- Provide practical guidance on vocabulary development, disciplinary literacy and language acquisition.
- Model strategies where appropriate.

#### **Student Progress**

- Monitor the academic progress, attendance and wider engagement of EAL students.
- Identify students requiring additional intervention.
- Evaluate the impact of support and interventions.
- Work alongside the SEND Team, Progress Leaders and Heads of Department to remove barriers to learning.

The responsibilities of the post may be reviewed and modified in light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.