

SPROWSTON COMMUNITY ACADEMY

JOB DESCRIPTION

POST TITLE:	EAL Coordinator
RESPONSIBLE TO:	Curriculum Leader for MFL Intervention Manager
Scale:	E
POSTHOLDER:	TBC

PURPOSE OF THE JOB

To take a leading role in promoting an understanding of the needs of students with English as an Additional Language (EAL) and to share expertise and skills with other members of staff. The EAL Coordinator will coordinate effective in-class support and intervention for students with EAL to raise the achievement and inclusion of this group. The EAL Coordinator will be the primary staff member responsible for communication with appropriate external services and financial support in relation to EAL pupils. Together with the Curriculum Leader of MFL and Intervention Manager, the role will enhance provision for EAL pupils and ensure their learning is effectively supported throughout their time at Sprowston Community Academy.

Main Duties

Teaching and Learning:

To support and complement the work of teachers by:

- Planning collaboratively with teachers, intervention strategies and targets for improvement
- To work under the direction of specific teachers to prepare resources for the lessons such as differentiated worksheets and for EAL interventions and induction
- To be responsible for EAL assessment recording systems
- To be responsible for recording and reporting (including verbal feedback and meetings with parents/carers) on student progress and attainment
- To deliver sessions to new EAL students as part of the EAL Induction programme

- To deliver learning activities to students, either one-to-one or small group, within an agreed system of supervision.
- To contribute to the teaching and learning of target EAL students within EAL and across the school
- To help to plan and prepare appropriate teaching resources to meet the needs of the full ability range including liaison with the SENCO as appropriate
- Use technology to develop and deliver learning activities to support the personalisation agenda
- To encourage students to work independently when appropriate to develop greater self-confidence and independence
- To ensure teaching staff are aware of the individual needs of students with EAL, both generally as well as in relation to subject-specific criteria through a pupil passport
- To take an active part in extended curriculum events or activities - including religious events and the National Day of Welcoming.
- To take an active part in extended curriculum events or activities
- To apply academy policies in relation to rewards and sanctions
- To update Provision Map and Arbor to ensure individual records are up-to-date and accurate.
- To help guide and support the work of teaching assistants and teachers with regards to supporting students with EAL

Interventions:

- To help develop and promote strategies across the school to raise achievement of EAL students
- To support any students and their families who are not attending school, by seeking to understand and overcome the barriers to their attendance
- To assist in the identification of intervention groups
- To work either as part of class or lead groups of students for intervention purposes
- To monitor the progress of these students for whom the postholder is responsible
- To promote and assist with study support sessions for students
- To mentor individuals or groups of students on request
- To liaise with relevant staff regarding under-achieving students and contact parents as appropriate
- To be responsible for intervention assessment, recording and reporting.
- To run lunch time club for EAL pupils to ensure they have a safe space and community within the school community.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals, working collaboratively with other student support services at SCA
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Recognise own strengths and areas of expertise and use these to advise and support others
- To support the process of access arrangements in liaison with the Access Arrangements Coordinator.
- To ensure close liaison with case workers of newly settled young people.
- To liaise with relevant people at the local authority with regards to refugee funding - ensuring that all finances are tracked, monies are appropriately allocated and impact is measurable.

Personal Responsibilities

- To develop a deeper understanding and knowledge of EAL and attend training.
- To attend local EAL networking sessions to create professional connections
- To follow school procedures regarding signing in and out, absence as well as any other procedures relating to attendance.
- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example
- Actively promote school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health and Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Attending meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to

modification or amendment at any time after consultation with the holder of the post.

- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the SENCO.
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

PERFORMANCE MANAGEMENT

All employees will participate in the academy's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification.

CONTEXT

Sprowston Community Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment. To engage with appropriate training opportunities to promote professional effectiveness in this role. Take on specific reasonable tasks related to the day-to-day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Head teacher.

All staff are part of a whole Academy team. Everyone is required to support the values and ethos of the academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:..... Date:.....