

Job Description – EAL Co-ordinator

Responsible to: Assistant Principal – Teaching and Learning

Responsible for: N/A

Salary details: Grade 4, SCP 11-14

Working hours: 35 hours per week, term time plus 1 week

Special conditions: Flexibility to attend any meetings when required

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:-

The job holder is responsible for supporting identified EAL students at George Salter Academy, with particular attention to those students who arrive throughout the year (International Newly Arrived) with no English language knowledge. This provision is focused on maximising the progress and achievement of these students.

Duties and responsibilities: -

Support standards:

- Support an identified group of EAL students/low ability student groups (caseload) both in class and in withdrawal groups to progress their achievement.
- Support the completion of assessments of EAL students who need extra help to overcome barriers to learning inside and outside school.
- Support the effective delivery of induction of EAL students who are International Newly Arrived.
- Develop and deliver individual support plans and create one page profiles for each identified child who needs particular support (except where the student was already subject to an individually tailored plan).
- Develop and implement effective interventions for EAL students.
- Provide support and advice to EAL students in line with promoting their social care and personal development with respect to learning and health and safety.
- To review student information to identify those with EAL needs, from primary to secondary schools, across secondary schools, and within schools, and to ensure that the arrangements for those joining the school mid-term are effectively supported.
- To have a clear vision of new and innovative ideas through continuing professional development and training to enhance personal knowledge of SEN
- Be aware of and comply with policies and procedures in relation to child protection and all aspects of safeguarding children.
- Liaise with colleagues and external agencies where necessary to support identified students.
- Monitor progress of caseload in all curriculum areas, developing interventions where required.

- Keep a central record of assessments and monitor student progress.
- Share strategies and targets with teaching staff.
- Support teaching staff with EAL provision (e.g. via drop in sessions).

General:

- Attend meetings as requested.
- Assist with on call duties if appropriate.
- Represent the school in a manner consistent with its ethos and values.
- Contribute to school development through identified communication and consultation channels.
- Respect the confidential nature of information relating to the school and students.

Communication:

- Liaise with the appropriate pastoral staff and parent/carer as required.
- Ensure effective communication across teaching and non-teaching staff.

Evaluation:

- Monitor progress of students to review progress and agree appropriate interventions.
- Provide critical reflection on the impact of intervention strategies on student progress as required in case studies.

Other responsibilities:

School ethos and culture:

- To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school;
 - To set an example of personal of personal integrity and professionalism
 - To attend appropriate staff meetings and parents' evenings if appropriate.

Developing self and working with others:

- To treat students, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To regularly review own practice, set personal targets and take responsibilities for own personal development.
- To undertake appropriate professional development and adhere to the principle of performance management.

Securing Accountability

- To provide the Principal and Governing Body with any information and support to enable them to meet their responsibilities.

Strengthening community:

- Create and maintain an effective partnership with parents and carers to support and improve young people's achievement and personal development.

Additional Duties:

- To be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- To work flexibly (as directed) to support and run intervention and tuition support for individual and/or groups of students at: beginning and end of the school day.
- To comply with the school's Health & Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in their job description. This role is funded by the Pupil Premium as it provides additional support for key groups of students to improve levels of attainment and progress.

Support staff as a part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application 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, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.



GEORGE SALTER ACADEMY

Person Specification – EAL Co-ordinator

Category	Essential	Desirable	Method of Assessment
Qualification and Training	<ul style="list-style-type: none"> • 5 passes (A-C) at GCSE including Maths and English, or equivalent 		Application Form
Experience	<ul style="list-style-type: none"> • Experience of working with young people • Experience in supporting EAL with individuals and groups of students. 		Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to attend relevant training 		Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to track data and understand the wider social context regarding International Newly Arrived students. • An understanding of Safeguarding & Child Protection practices • Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. • Knowledge and understanding of Equal Opportunities • Knowledge of basic Health and Safety issues • Good ICT skills 		Application Form and Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to work when the school is open (Term Time working) • Willingness to work flexibly to meet the requirements of the post • Ability to motivate individuals to perform effectively 		Application Form and Interview.

	<ul style="list-style-type: none">• Able to communicate effectively• Commitment to working in partnership with parents• Good organisational and interpersonal skills		
--	--	--	--