

Job Description

EAL Coordinator

Responsible to: SENCo
Salary Grade: Local Government Pay Scale 5
Full time/Part time: Part time – 19.5 hours across 3 days per week/39 weeks per year (term time plus non-pupil days)

Job Purpose

- The central objective of this role is to diminish the achievement gap among pupils. This is achieved by ensuring that all EAL students, from those newly arrived with no English to advanced learners facing academic literacy hurdles, benefit from specific, custom-tailored support.
- The coordinator also assists teaching staff by providing essential data regarding student proficiency levels and delivering professional guidance on effective teaching methodologies.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

1. Coordination & Strategy

- Complete admissions meetings with pastoral administrator and provide translated documents and communication resources as needed.
- Maintain and update the school's EAL register, tracking language proficiency stages.
- Conduct robust initial language assessments for newly arrived and international students to create detailed entry profiles.
- Create and circulate "EAL One-Page Profiles" to all teaching staff, highlighting specific pedagogical strategies and scaffolded resources.

2. Targeted Interventions & Student Support

- Design, plan, and deliver bespoke 1:1 or small-group English language intervention sessions.
- Provide high-quality in-class support or coordinate EAL teaching assistants to scaffold complex subject vocabulary.
- Maintain a welcoming, dedicated EAL hub for academic support.
- Liaise with the Access Arrangements Officer to coordinate exam concessions (e.g., extra time, bilingual dictionaries).

3. Collaboration & Community Engagement

- Work hand-in-hand with the Head of English, **SENCO**, Heads of Year, and Subject Leaders to identify and address student underachievement.
- Act as a dedicated advocate for EAL students, particularly those with refugee or asylum-seeker status.
- Build strong, empathetic relationships with parents and carers, coordinating interpreters for school meetings where necessary.
- Promote and facilitate GCSE entries for Heritage/Home Languages.

4. Supporting the School

- Contribute to reviews of the students' progress.
- To attend relevant in-service training.
- To be aware of school procedures.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.