

Job Description

Job title: EAL Coordinator
Reports to: Assistant Principal Inclusion/SEND
Location: Strood Academy

Main Duties

- To advise and support the development and implementation across all key stages:
 - appropriate courses
 - schemes of work
 - assessments
 - data analysis of student progress
 - teaching and learning strategies
 - staff development needs
- To help raise the quality of teaching and learning in all Key Stages.
- Assist in the raising of student attainment and achievement
- To support in lesson observations, work scrutiny and moderation exercises
- To keep up-to-date with curriculum and pedagogical development and, in discussion with the Assistant Principal inclusion/SEND, support staff as appropriate to raise awareness and expertise
- To participate within the selection process for teaching / support staff posts when required and to ensure effective induction of staff in line with Academy procedures
- To promote the Academy values and ethos
- To lead the process for EAL pupils joining the academy which are new to the country
- To plan, deliver and evaluate intervention programmes for pupils with little English

Specific Duties

Duties to be negotiated with Assistant Principal Inclusion/SEND prior to commencement of role.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular 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 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 Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.