



Kelvin  
Hall

EAL Co-ordinator  
Novemembr 2022



Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
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**Executive Headteacher (Thrive Trust):** Mr P Cavanagh  
**Head of School:** Mr C Leng  
**Deputy Headteachers:** Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

Dear Applicant,

Thank you for enquiring about the position of EAL Co-ordinator at Kelvin Hall School.

The successful candidate will be taking a position in the Trust at a very exciting time in our development. We are looking for someone who can take us forward in this area and build upon our sound foundations as we continue to provide the very best opportunities for all our students.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. In September 2022 we had 1592 pupils on roll with a year 7 intake of 339 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all have the greatest opportunity to succeed.

The successful applicant should share our collaborative approach and ethos, promoting a strong team and partnership ethos that is cooperative and shares our moral purpose.

If you firmly believe that you share our commitment to our cooperative values and ethos, share our desire to provide the best life opportunities for our children then we would very much welcome an application from you.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit please contact Mrs Helen Harrison (PA to the Executive Team), via email [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School 01482 342229 to arrange this.

Yours faithfully

Mr P Cavanagh

Executive Headteacher and Trust Secondary Development Lead

Chris Leng

Head of School



**EAL Co-ordinator**  
**Grade 6, scp 13-19 £21,431- £23,926 (Actual salary)**  
**37 hours per week, term time only plus 5 training days**  
**Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm, (30 minutes unpaid lunch break)**  
**Permanent**  
**To start as soon as possible**

Kelvin Hall School is part of The Yorkshire and the Humber Co-operative Learning Trust (YHCLT), which was formed in September 2016 and is now responsible for 9 schools across Hull, 2 secondary and 7 primary schools.

We are a very successful 11-16 mixed comprehensive school with approximately 1592 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

Kelvin Hall School is looking for a committed practitioner to support, develop and implement our strategies for working with students and families to overcome barriers to learning. We are looking for someone who believes in building strong relationships with students and families and is willing to go the extra mile to support them in being successful both in and outside of school.

The purpose of this role is to assist our English Director/Team and SENCO with managing our specialist provision for EAL support in the school, providing targeted educational support to children with additional needs which will enable them to make progress and achieve exceptional educational outcomes in a mainstream curriculum and classroom. You will oversee the coordination of a range of programmes for identified EAL cohorts ensuring that progress and support for all identified pupils is effective and successful helping them to acquire and develop English language skills

The position demands high professional standards and experience of working with adolescents/young adults to complement the professional work of the team. Previous experience of supporting students is essential. You must have good literacy and numeracy skills. You must be committed and reliable with excellent communication skills along with a calm, patient, and empathetic nature.

This is a fantastic opportunity to join a forward-thinking school which is committed to academic excellence; continual development of staff; and innovative learning strategies. This is within the context of outstanding pastoral care and curricular provision to ensure the best possible student experience.

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**Closing Date Friday 25th November 2022 at 3.00pm**  
**Interviews: week commencing 28th November 2022**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: Keeping Children Safe in Education (2022) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit Thrive Trust website to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



# Job Description



Post Title	EAL Co-ordinator
Grade	Grade 6
Location	Kelvin Hall School
Reporting to	AHT English

## Purpose of Role

To assess EAL Pupils on admission to the school and prepare and deliver relevant intervention programs. To develop positive links with families and agencies to gain necessary support for EAL pupils. To be responsible for the coordination of these programs ensuring progress is monitored and achieved.

## Key Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults.
2. To work alongside Designated Safeguarding lead to ensure 'Safeguarding Policy' is followed in line with Keeping Children Safe in Education 2022.
3. To plan and deliver practical support, advice and guidance to vulnerable children and their families to reduce any potential risks they may face ensuring there are no missed opportunities.
4. To develop expertise and understanding of a range of needs for EAL, including providing guidance for staff regarding support strategies, resources and differentiation.
5. To lead, deliver & develop structured support programmes for individuals and small groups of EAL pupils. To increase resources and an individual programme of EAL pupils.
6. To be responsible for the maintenance of good order and discipline at all times and to determine measures for the promotion among pupils of good behaviour and self-discipline.
7. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
8. Undertake structured and agreed learning activities and teaching programmes for individuals and groups of EAL pupils.
9. Ensure, in conjunction with Heads of Faculty and teaching staff, that all pupils in the specified cohort progress in line with their individual targets and achieve their full potential. Working with others, identify students who are at risk of under achievement and put in place plans to address the underachievement. Raise awareness across the faculties as appropriate and within the pastoral team and also reporting pupil progress to parents.
10. Adjust learning activities and teaching programmes to take account of all pupil needs and responses and use appropriate strategies and approaches to support and assist children to achieve learning goals.
11. Create, develop and implement individual programmes.
12. Monitor and record pupils' progress, achievements and responses in respect of all learning activities and teaching programmes.

13. Provide detailed feedback to the AHT, English Leads and SEN Manager on pupil progress, achievements and areas for future development to support children's progress.
14. Prepare, maintain and use equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.
15. Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage pupils to take personal responsibility for their behaviour.
16. Liaise with relevant external agencies for pupil welfare matters. This may involve attending multi-agency case conferences. This may also involve local authority child care teams, the police, youth offending teams, the safeguarding authority and others.
17. Collate, produce and distribute school data to all appropriate stakeholders as required.
18. Promote the inclusion of all pupils, placing strong emphasis on encouraging self-esteem and independence.
19. Assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
20. To contribute to the overall ethos/work/aims of the school.
21. Any other duties of a similar nature and level of responsibility as requested by the Senior Leadership team, HOS and Ex Headteacher.
22. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety at Kelvin Hall School, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's Corporate H&S policy.

#### **GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the School.

#### **Safeguarding Children**

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Support for pupils, including monitoring of progress of identified pupils. Liaison with parents/pupils. Liaison with outside agencies
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	Record relevant files on pupils, use of appropriate equipment, management of resources ie ICT.

		E	D	How Identified
<b>Qualifications</b>	GCSE in English and Maths at C/4 or above	✓		AF, CQ
	Commitment to work towards a relevant Level 3 qualification within 2 Years <b>OR</b> significant on the job experience in a school setting.		✓	AF, CQ
	Commitment to on-going CPD	✓		AF, I
	Child Protection Qualification Level 1 or commitment to acquire qualification	✓		AF, CQ, I
	TEFL Qualification (or willingness to achieve within given time period with support from the school )	✓		AF, I
<b>Relevant Experience</b>	Experience of Working in an Education Environment		✓	AF, I
	Experience of working with pupils both individually and in small groups	✓		
	Experience of working with EAL Pupils	✓		
	Experience of delivering group work projects with set deadlines.		✓	
	Experience of working with families and agencies	✓		
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Be able to work effectively under pressure	✓		
	Ability to process, present, understand and act upon academic data	✓		
	Persuasion and coaching skills to encourage pupils and others to work positively for the benefit of the learners.	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Knowledge of strategies to engage learners resulting in improved commitment to learning and achievement of learning targets.	✓		
<b>Interpersonal/ Communication</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I

<b>Skills: Verbal Skills</b>	Demonstrate a professional and proactive approach to work, and a drive to do what is best for the pupils and the School.	✓		AF, I
	Ability to present information confidently to colleagues.	✓		
	Ability to formulate ideas and solutions and present them effectively	✓		
	High level of ability to communicate accurately in writing with a range of people – reports and letter writing.	✓		
<b>Written Skills</b>	Have good written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.	✓		AF, I
	High level of ability to communicate accurately in writing with a range of people – reports and letter writing.	✓		
<b>Personal Qualities</b>	Good attendance and general commitment to the school	✓		AF, I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



## How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk) by **Friday 25<sup>th</sup> November 2022 at 15:00**

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

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