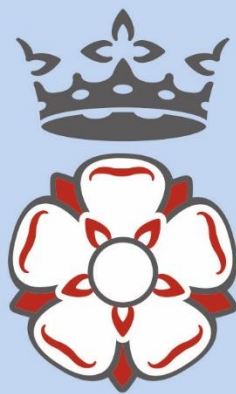


# APPLICANT PACK



**KING ECBERT SCHOOL**



Realising Potential. Transforming Lives.

## Headteacher welcome / letter

Dear Applicant

King Ecgbert School is seeking an outstanding **0.6FTE EAL Co-Ordinator (Teaching) to commence September 2023.**



The school is exceptionally strong – rated outstanding by Ofsted, and has academic results that are consistently ‘well above average’. This is a truly comprehensive school serving both disadvantaged and highly affluent communities. We are proud of our diversity, with 20% of students disadvantaged, 30% EAL and 40% from BAME communities. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. We are looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work. The school is proud to offer one of Sheffield’s Integrated Resources for children with ASD. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of Mercia Learning Trust that started with King Ecgbert School and now comprises 6 schools both primary and secondary across the south west of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field.

When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally. In 2023 we were awarded the Centre for Race, Educational & Decoloniality Anti-Racist School Award Bronze Status. We are proud to be the first school in the country to have met the criteria for this award.

We look forward to receiving your application.

**Paul Haigh**

**Headteacher, King Ecgbert School**

## Advert

**Post: EAL Co-Ordinator (Teaching)**

**School: King Egbert School**

**Salary: Teachers' Pay Scale**

**Plus TLR 2A, currently £3,017**

**Contract Term: 1 year fixed term**

**FTE: 0.6FTE**

**Start Date: September 2023**

King Egbert School is seeking to appoint a highly skilled and talented EAL Co-Ordinator to join this system leading school at the heart of Mercia Learning Trust. This is a teaching role ensuring that EAL students entering the school are identified and supported to have full access to the curriculum.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 2-18+. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding teacher with the ability to support the academic progress and wellbeing of all students.

At King Egbert School, we believe in and promote our **ERA** values:

Academic **E**xcellence for all

Showing **R**espect at all times

Having high **A**spirations and personal goals that go beyond our time in school

We are committed to providing outstanding education for all in a safe, happy and positive learning environment.

We are delighted to offer the opportunity to join our forward looking team. King Egbert School is a special place to work and our students are well-behaved and ambitious. Our staff are dedicated to improving the life chances of all our young people and the core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them - we balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload.

Confident in your ability to provide outstanding teaching interventions with a record of success, you will challenge and excite our students and have the ability to consistently deliver inspirational and varied activities. Imaginative and committed, you will have passion for your subject, high standards of professionalism and high expectations of students.

Ambitious for learning and a team player, you will have the vision, enthusiasm and drive to build on the strong foundations that already exist in the school. Innovative and resilient you will have an unwavering commitment to student progress. We are looking for staff who are enthusiastic and are keen to make a difference.

King Ecgbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email [cbowyer@ecgbert.sheffield.sch.uk](mailto:cbowyer@ecgbert.sheffield.sch.uk) Charlotte Bowyer, Assistant Headteacher.

To apply please submit a Trust application form to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)

Please note, we do not accept CVs or Council Application forms.

**Closing date for applications is: Midnight Tuesday 6 June 2023**

**Interviews are provisionally scheduled for: Week commencing: 12 June 2023**

## JOB DESCRIPTION

<b>Post Title:</b>	<b>EAL Co-Ordinator (Teaching)</b>  * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>Teachers' Pay Scale plus TLR2A</b>
<b>Responsible to:</b>	<b>Assistant Headteacher</b>
<b>Responsible for:</b>	<b>N/A</b>

**The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.**

### PURPOSE OF THE POST

Identify incoming EAL students, with support of the Pastoral Team and EAL support; Bring the presence and needs of current EAL students to the attention of Colleagues and ensure that EAL students are integrated into mainstream classes and have full access to the curriculum. Line manage EAL support and any external EAL tutors; ensure relevant support and training are in place

To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

### KEY RESPONSIBILITIES

#### General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour



- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process

### **Particular Responsibilities**

#### **EAL Interventions**

- To identify the intervention needs of EAL students
- To deploy EAL staff as appropriate to deliver interventions
- To develop suitable schemes of work for an EAL curriculum to develop language of A-B learners
- To liaise with middle leaders and subject staff to identify language needs of classroom learning which can be addresses in intervention lessons.

#### **EAL support (in subject lessons)**

- To identify support needs of EAL students
- To deploy available EAL staff to support students in lessons
- To work with the SLT lead, middle leaders and EAL staff to ensure liaison between EAL support and subject teachers is effective.

#### **EAL student progress**

- To develop effective assessment of EAL learners
- To use assessments to monitor progress and identify gaps and further intervention
- To develop individual profiles (for EAL learners in their first 5 years of being in England) and share with all staff/keep updated.

#### **EAL staff line management and department management**

- To support and develop EAL staff in the department
- To share good practice within the department
- To use the school QA processes to ensure consistently high standards in the department and effective support for EAL students
- To manage the EAL budget and resources effectively

#### **Liaison**

- To liaise with staff as needed to support EAL learners (pastoral, IT, subject, exams, admin)
- To support pastoral staff at admission for students who are new to English (A-B learners) to establish learning needs
- To liaise with Teaching and Learning Lead/SLT link to provide continuous CPD for staff to support EAL learners
- To attend relevant meetings as directed.

#### **Key Tasks**

Class Teacher Tasks:

- To plan programmes of work for pupils in co-operation with teaching colleagues in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To ensure that classrooms are kept tidy and attractive, with children's resources readily available for them to find independently
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

**Footnotes:**

(i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.

(ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.

Trade Union representation will be welcomed in any such consultations.

**WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- The post may be required to travel and work within any school in Mercia Learning Trust.

**GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.

- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

## PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: May 2023**

## PERSON SPECIFICATION

<b>Post Title:</b>	<b>EAL Co-Ordinator (Teaching)</b>
<b>Grade:</b>	<b>Teachers' Pay Scale plus TLR2A</b>
<b>Responsible to:</b>	<b>Assistant Headteacher</b>
<b>Responsible for:</b>	<b>N/A</b>



SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	<p>Degree in an appropriate secondary subject</p> <p>Teaching Qualifications specialising in EAL/ESOL teaching at secondary level</p> <p>Recent and relevant professional development</p>	
Experience	<p>Good/outstanding classroom teacher with high expectations and aspirations for our students' achievement and behaviour</p> <p>Experience of teaching EAL over time</p> <p>Experience/knowledge of current initiatives relating to achievement and inclusion</p> <p>Track record as a successful classroom practitioner (Ofsted criteria) across the secondary school age and ability range.</p> <p>Clear commitment to continuous school improvement</p>	<p>EAL teaching to a full range of age and ability within a secondary school</p> <p>Experience of EAL assessment</p> <p>Experience of planning a sequence of EAL lessons</p> <p>Previous participation in extracurricular activities is desirable.</p>
Knowledge/Skills (Ability to)	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</p> <p>An excellent communicator with strong interpersonal skills</p> <p>To have an understanding of the desired outcomes of EAL teaching</p> <p>The effective use of ICT to deliver teaching and learning</p>	<p>Knowledge of the KS3 curriculum, KS4 and KS5 external exam systems</p>
Personal Qualities	<p>Must be able to show evidence of an alignment with the values of Mercia Learning Trust both in words and behaviours</p>	

	<p>To be reliable, have the ability to work hard and be an effective team player</p> <p>Be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>To have shown an interest and success in dealing with young people and their welfare.</p> <p>A good sense of humour</p> <p>Attention to detail</p>	
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## The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.merctrust.co.uk](http://www.merctrust.co.uk)
- Email your completed application to [recruitment@merctrust.co.uk](mailto:recruitment@merctrust.co.uk) or post it to:  
 MLT Recruitment Team  
 Mercia Learning Trust  
 79 Glen Road  
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merctrust.co.uk/careers](http://www.merctrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.

- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2353855 or [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

Key dates:

- **Closing date: Midnight 6 June 2023**
- **Interviews : Provisionally week commencing: 12 June 2023**

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.