

Post Title and Grade:	EAL Coordinator Term Time Only Contract Pay Point 26-29 FTE salary £30,451 - £32,910 Actual Salary £26,625 - £28,775 DOE
Reporting to:	Deputy Principal (Behaviour and Student Welfare)
Liaising with:	Data Manager
Purpose:	Liaise with the Data Manager regarding the submission of the workforce census. Providing a scoring matrix for the EAL Students to determine the level of funding. Communicating with staff via EAL register and providing detailed verbal and written feedback on lesson content and student progress as required. Organising and safely managing the learning activities, physical teaching areas and resources for which responsibility has been given

Areas of Responsibility and Key Tasks

1. Liaise with Y7 engagement tutor (member of teaching staff who will go to primary school to engage with Y6 students coming to Holyhead School to ascertain which student will require EAL support
2. EAL Coordinator to identify and conduct an initial assessment for students who require additional EAL Support
3. Provide an action plan for students who require EAL Support
4. Support teachers in evaluating students' progress through a range of assessment activities and action planning
5. To provide in class support to identified students in small groups or a 1:1 basis
6. Provide end of year testing
7. Develop methods of promoting and reinforcing students' esteem and independence within the classroom environment and where appropriate foster links between home and school.

Provide support within the community, particularly to the parents, carers or guardians of students who don't speak English as a first language.

To coordinate translation for staff - source volunteers from staff or sixth form students who speak an additional language to assist for parent / staff meetings, or source a translator via an external agency.

To support students who wish to take a GCSE exam in their native language and to liaise with the exam board.

Encourage continuous use of native language and to motivate the students to take up a GCSE or an A Level within the language spoken.

Support teachers in evaluating students' progress through a range of assessment activities. Assess students' responses to learning tasks and where necessary, modify methods to meet individual and/or group student needs.

Monitor students' participation and progress ensuring constructive support is given to students as they learn. Assist in the maintaining and analysing records of students' progress.

Carry out programmes of observation and assessment as planned by the appropriate professionals. Provide reports, evaluations and other information to assist in the provision of appropriate support for specific child/ren.

Support the teaching staff with reporting students' progress at parents' consultations which are usually held outside school times.

Mentoring, Supervision and Development Support others in the teaching and learning of students with English as an additional language.

Attend and participate in staff meetings and training days/events as requested.

Attend relevant meetings and contribute to the development of policies and procedures within the department/school.

Support the transition and transfer of EAL students within the provision

Recognise and challenge any incidents involving bullying, harassment and misuse of equal opportunities ensuring compliance with relevant schools policies and procedures.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support Safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early intervention and liaise this with one of the Designated Safeguarding Leaders
- To consider the best outcomes at all times as to what is to be in the best interests of the students
- To protect students from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other duties

- To continue personal development as agreed
- To engage actively in the performance review process
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but in consultation with the post-holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.