



Exmouth  
Community  
College  
Academy Trust

**Job Pack**

# EAL Coordinator

Permanent

NJC Grade D (SCP 7 to 12)

**Closing Date:** 4<sup>th</sup> November 2024 at 10.00am

**Interview Date:** To be Confirmed

# Job Description

<b>Title:</b>	EAL Coordinator
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	ASAP
<b>Grade:</b>	NJC Grade D (SCP 7 to 12)
<b>Salary:</b>	£8,218 – actual starting salary per annum Annual progression to top of the Grade D (£8,937 actual salary per annum)
<b>Hours:</b>	15 hours per week x 38 weeks of the year (term time only) <i>We are able to offer flexibility regarding the days and hours of work.</i>
<b>Reporting to:</b>	Assistant Headteacher - Inclusion
<b>Responsibility for:</b>	No line management responsibilities

## Introduction to the Pupil Progress Team

The Pupil Progress team oversees the coordination of support for Pupil Premium students, including Children in Care. We are seeking applications from those who would be committed to the College and supporting our students. If you have experience of working with children who have English as an Additional Language or you are looking for a career in this field we would be pleased to hear from you.

We are an energetic and hardworking team who put a great deal of effort into getting the best for our students. You will be liaising directly with students and their families directly to develop relationships with students, parents and carers. You will also work alongside pastoral teams and other departments to seek the best outcome for students to support their education.

If you are able to bring new ideas, energy and passion to developing the best outcomes for students then we would welcome an application from you.

## Purpose of the Job

Exmouth Community College is committed to providing learning opportunities and good quality teaching and learning for all students in the school, this includes making appropriate provision for students who are new arrivals to the country and for students who have English as an Additional Language. The College recognises individual students' needs and aims to ensure equality of access to the curriculum for all.

The EAL Coordinator will work to promote the inclusion of EAL students and to provide support for teaching and personalised learning.

## **Key Responsibilities**

- Help integrate new arrivals/EAL pupils from overseas into school both socially and academically.
- Support the pupils' acquisition of English through use of EAL support strategies.
- Support new arrival/EAL pupils to establish positive relationships with both peers and adults.
- Encourage new arrival/EAL pupils to value their bilingualism, recognising the benefits that speaking more than one language brings.
- Implement Exmouth Community College's EAL strategy.
- Liaise with, advise all staff on EAL matters as and when appropriate.
- Coordinate support for students with EAL.
- Organise the information gathering, assessment of linguistic competence and support of admissions.
- Organise the regular assessment of EAL students and manage the EAL register.
- Deliver staff training and share EAL information and data across the school.
- Keep up to date with current research and good practice in order to develop new and innovative practice and share knowledge/best practice with staff.
- Ensure that the profile of EAL and our cultural and linguistic diversity is high across the school.
- Ensure communication between the EAL department, students, parents, external agencies and staff is effective and regular as required.
- Regularly review and develop departmental practice, review and support for students.
- Work with and coordinate the work of any external ESOL teachers.
- Deliver some ESOL teaching to students.
- Assist with lunchtime supervision of students when required.
- Any other duties commensurate with the grading of the post as may be required.

## **Working Conditions**

- The College is located on a large, split-site. Walking between classrooms in all weather conditions is required.

## **Physical Demands**

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

# Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
<b>Qualifications</b>		
GCSE English and Maths at Grade C / Level 2 qualification or above, or equivalent training / experience	✓	
Teaching Assistant qualification e.g. Supporting Teaching and Learning in Schools Certificate		✓
EAL/EFL/ESOL qualification (or willingness to obtain)		✓
<b>Experience</b>		
Working with or caring for children aged 11 - 19	✓	
Experience of working with children/ young people with English as an Additional Language.	✓	
Proven experience of working with or caring for students with SEND		✓
<b>Skills and Knowledge</b>		
Capacity to take responsibility and show initiative	✓	
Good team working skills	✓	
Ability to use technology to a basic level e.g. Computer, photocopier etc	✓	
Good written skills and ability to communicate effectively with people at all levels	✓	
Good numeracy/literacy skills	✓	
Awareness of data protection and confidentiality	✓	
Understanding of classroom roles and responsibilities and to understand own position within these	✓	
Use of SIMs		✓
Confident user of ICT, including Microsoft Office packages	✓	
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓	
<b>Personal Qualities</b>		
Ability to relate well to children, young people and adults	✓	
Adaptable, flexible and creative	✓	
Enthusiastic and motivated	✓	

## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College