



Wright Robinson College

Headteacher: Martin Haworth

EAL Instructor: Job Description

JOB TITLE

EAL Instructor

SCALE/SALARY

GRADE 5 SCP 13-19 £24,948 - £27,852. Actual Salary term-time only £20,908 - £23,342 (35 hours per week)

RESPONSIBLE TO:

Headteacher, Deputy Headteacher, Assistant Headteacher, Director of Languages, Head of EAL, EAL Co-ordinator

JOB PURPOSE

To provide teaching support to students for whom English is an additional language. This involves providing in class support, as directed by the EAL department; teaching small groups of students and the provision of one to one support.

Duties and Responsibilities

1. To contribute to the planning for the delivery of teaching and learning for students being supported, to an agreed schedule. This will involve the preparation of teaching and learning materials and subject matter.
2. To contribute towards teaching English as an additional language, including contribution towards relevant schemes of work.
3. Teach English as an additional language lessons in order to promote and develop English language acquisition and thereby help to raise achievement and standards across the curriculum.
4. To have good subject knowledge and understanding of pedagogy in order to advise and support other members of staff on the content and delivery of English as an additional language in their subject areas.
5. To act as a mentor for students identified as requiring support in order for them to achieve their full potential at the college.
6. To assess and maintain records of activities and progress relating to learning outcomes where English is an additional language.
7. To promote and facilitate parental/home involvement in the teaching of English as an additional language through a shared College/home approach.
8. To work closely with parents/carers to develop supportive relationships. To provide agreed feedback to parents/carers on progress being made.

9. To develop and deliver activities to support small groups/classes of identified pupils.
10. To contribute to the overall ethos, work and aims of the College.
11. To establish constructive relationships and communicate with other agencies and professionals.
12. To participate in training and other learning activities and performance development as required.
13. To recognise own strengths and areas of expertise and use these to advise and support others.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.