

EAL Specialist – Job Description

To work within the departments to support pupils in achieving ambitious educational outcomes by developing their English language skills; supporting the attainment and well-being of pupils with a range of learning and communication needs. The job description includes (but is not limited to) the following, and any other areas as delegated by the head teacher.

TEACHING AND LEARNING

To support and complement the work of teachers by:

- Coordinating and planning for EAL support across the school
- Working under the direction of the teacher to plan lessons and interventions
- Working under the direction of the teacher to prepare resources for the lessons such as differentiated worksheets and for EAL interventions and induction
- Administering and marking tests and assessments
- Assessing, recording and reporting (including verbal feedback and meetings with parents) on pupil progress and attainment
- Planning collaboratively with teachers, intervention strategies and targets for improvement
- Delivering sessions to EAL pupils
- Delivering learning activities to pupils, either one-to-one, small group or whole class activities – on occasion whole lessons may be required
- Contributing to the teaching and learning of target EAL pupils across the school
- Helping to plan and prepare appropriate teaching resources to meet the needs of the full ability range, including liaison with SENDCO and EAL Coordinator as appropriate
- Using technology to develop and deliver learning activities
- Encouraging pupils to work independently when appropriate to develop greater self-confidence and independence
- Being responsible for EAL assessment recording systems
- Taking an active part in extended curriculum events or activities

INTERVENTION

- To help develop and promote strategies across the school to raise achievement of EAL pupils
- To assist in the identification of intervention groups
- To work either as part of a class or lead groups of pupils for intervention purposes
- To monitor the progress of those pupils for whom the post holder is responsible
- To promote and assist with study support sessions for pupils
- To mentor individuals or groups of pupils as requested
- To liaise with relevant staff regarding under-achieving pupils and make contact with parents as appropriate
- To be responsible for intervention assessment, recording and reporting.

COVER SUPPORT

- To cover part or all of a teacher's lesson to enable training or other developmental activity to take place
- To provide short notice emergency cover, or cover to allow a planned activity to take place

- To support in the planning and preparation of materials in the case of an absent colleague within the department

WORKING WITH COLLEAGUES

- To help guide and support the work of other teaching assistants throughout the school
- To liaise with other EAL staff across the school to share good practice

GENERAL

- To support with the admission and initial 'settling-in' of new EAL pupils
- To support communication and relationships with parents

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Implement planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required

EAL Specialist – Person Specification

	Essential	Desirable
Experience		
• Experience working with children aged 4-11 years	✓	
• Leading a team of staff/colleagues		✓
• Experience of planning a sequence of EAL teaching		✓
• Experience of adapting curriculum learning/resources for specific EAL pupils		✓
Qualifications/Training		
• GCSE English and Maths at Grade C/Level 2 qualification or above, or equivalent training/experience	✓	
• TEFL/EAL/TESOL or PGCE/QTS or QTLS	✓	
• Teaching Assistant qualification		✓
Knowledge/Skills		
• Capacity to take responsibility and show initiative	✓	
• Good team working skills	✓	
• Ability to use technology to a good level		✓
• Excellent numeracy/literacy skills	✓	
• Awareness of data protection and confidentiality	✓	
• Understanding of principles of child development and learning processes and in particular, barriers to learning		✓
• Working knowledge of national curriculum and other relevant learning programmes	✓	
• Ability to adapt curriculum for pupils at risk of underachieving	✓	
• Ability to self-evaluate learning needs and actively seek learning opportunities		✓
• Understanding of classroom roles and responsibilities and an understanding of own position within these and within the wider school community		✓
Personal Qualities		
• Ability to relate well to pupils and adults	✓	
• Adaptable, flexible and creative	✓	
• Enthusiastic and motivated	✓	
• Demonstrate excellent organisation and record keeping	✓	