



Job Title: English as an Additional Language (EAL) Tutor

Reporting to: Head of English

Grade: Unqualified Teacher

Overall purpose of the post:

To develop and be responsible for the day to day operation of the Academy's EAL provision. Providing tuition for small groups of students who have English as an additional language to improve student achievement.

Main duties and responsibilities:

- Having regard for the curriculum, plan and teach challenging, well organise lessons and sequences of lessons, informed by secure subject knowledge.
- Use an appropriate range of teaching strategies and resources to meet the educational needs of all our EAL students and to raise their levels of attainment.
- Build on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.
- Work with departments to develop appropriate materials to support EAL students.
- Use language appropriate to EAL Learners, introducing new ideas and concepts clearly.
- Manage the learning of individuals and small groups.
- Collaborating with the Learning Support Team to provide a joined up approach to EAL.
- Assess, record and report on the development, progress and attainment of pupils.
- Advising and working with other members of staff on the preparation and development of courses of study.
- Planning, setting, supporting and assessing classwork, homework and any other assignments.



- Maintaining good order and discipline among students using the Academy policies.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.