

Job Description

Head of English as an Additional Language (EAL)

Relationships:

- Line managed by Head of Inclusion Faculty/SENCo
- Any other designated Line Managers

PURPOSE OF JOB

- Provide support and guidance to students, by removing language barriers to learning in order to promote effective participation, raise aspirations and achieve full potential
- Work within departments to promote the development, implementation and evaluation of teaching and learning strategies to maximise student outcomes in English
- Monitor and evaluate teachers' planning for language and to respond appropriately to emergent issues and data indicators
- Develop EAL to be an example of excellence to others within and beyond our community that improve the quality of services for students with their language and learning (L&L) development

DUTIES AND RESPONSIBILITIES

Generic Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in pupil progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the school's staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of students and young people
- Demonstrate financial acuity in the management of the budget, and ensure effective management and deployment of financial, physical and human resources

Leadership of others

- Ensure the effective deployment of the teachers and IA's supporting English Language proficiency and development, both in the classroom and through small group intervention work
- Liaise with subject leaders / teachers to support EAL students across the curriculum and promote the highest standards of teaching and learning
- Ensure that all departments create a stimulating language environment
- Initiate, lead and document department meetings

Teaching & Learning

- Monitor student progress, evaluate the success of EAL strategies and identify areas for improvement
- Oversee the development of a progressive and effective EAL curriculum
- Identify highly effective classroom practice that supports EAL in their language learning whilst following an academic curriculum.
- Ensure that all teachers have a clear picture of students' EAL needs across the school and that all teachers are able to make best use of this information in planning their lessons and schemes of learning.
- Through the school CPD programme, provide staff INSET, create regular opportunities for teachers and Classroom Practitioners to share, reflect and improve on classroom practice

Assessment and Intervention

- Manage the assessment of early stage EAL learners and mid-phase admission students until they achieve Level 3.
- Develop and deliver strategies to support EAL learners, and to identify and be accountable for the progress of students with EAL
- Analyse data on EAL students' progress and adapt interventions in response to this analysis.
- Develop and deliver 1:1, small group and whole class interventions in EAL and Literacy, including delivering the Induction Programme for new arrivals.
- Liaise with key members of the school to implement the school's EAL policy
- To report on the progress of learners with EAL to SLT and Governors
- To work closely with the Lead Practitioner for English to integrate learning strategies to support students with EAL in the mainstream
- Research, source, promote and share EAL and Language resources that can be used by all teaching staff to support EAL students in their lessons.
- To liaise with families of students with EAL to ensure they are supported and informed about support available within school and with external agencies

Communication

- Meet regularly with the designated line manager to undertake caseload supervision and report on progress of identified students
- Attend and participate in network meetings with other professionals to enhance practice
- Develop EAL to be an example of excellence to others within and beyond the school and communicate the successes and impact of EAL activities within and beyond our community
- Liaise with Admissions and Year Group Leaders towards the development of admissions policies and procedures as required, to identify any EAL needs prior to entry
- Publish and regularly review the EAL policy and procedures document, and strategic planning documents
- Run parent workshops in the area of EAL support and language development

Additional Duties

- Actively establish good relations with parents and other visitors to the school
- Guide and assist relevant staff in their communication with parents, colleagues and the wider community with regard to the school's EAL support programmes, procedures and practices

- Ensure that staff commit to supporting the Inclusion team by establishing and maintaining effective working relationships
- Ensure students feel they are supported in developing their language and learning needs showing empathy and understanding and lending direction and motivation
- Maintain a teaching load appropriate to the position, including participation in extra-curricular activities as appropriate, and as agreed with the Deputy Headteacher.

This role will be appraised through the School's Appraisal process.

The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document.

It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.

Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.

Name:

Date:

Signature: