



THE ELLEN WILKINSON SCHOOL  
— FOR GIRLS —

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TEACHER & COORDINATOR OF  
ENGLISH AS AN ADDITIONAL  
LANGUAGE (EAL)  
RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR  
SCIENCE & MATHEMATICS







## BACKGROUND

The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m<sup>2</sup> site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.







## THE ROLE TEACHER & COORDINATOR OF ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

<b>Post Title:</b>	<b>Teacher &amp; Coordinator of English as an Additional Language (EAL)</b>
<b>Report to:</b>	<b>Deputy Head / Assistant Head (Curriculum)</b>
<b>Salary:</b>	<b>EWS Teacher Pay Scale + TLR 2B Part time (3 days per week)/ Permanent</b>
<b>Supervisory Responsibility:</b>	<b>The post holder may be responsible for the deployment and supervision of the work of Teaching Assistants relevant to their responsibilities.</b>

### Main Purpose of the Post :

- To work in conjunction with the SEN Co-ordinator in developing EAL policy and practice within the school.
- Teaching EAL pupils and supporting them both in the mainstream classroom context and in the small group setting, ensuring that they gain access to the National Curriculum.
- To teach in a mainstream subject department of the school.

### Duties and Responsibilities:

- To carry out his/her duties at all times with due regard to the principles of Equal Opportunities.
- To teach a mainstream subject and keep up to date with the demands of the National Curriculum and pupils of the range of ability within the school.
- To be responsible for developing differentiated schemes of work and programmes of study for EAL pupils.
- To be responsible for the general assessment, testing and recording of progress of EAL pupils.



## THE ROLE OF THE TEACHER & COORDINATOR OF ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

- To be responsible for identifying pupils with EAL needs, assessing this stage of language acquisition and communicating this information to all staff.
- To support the work of the SEN Co-ordinator and other members of staff in relation to the needs of EAL pupils. This will entail the development and maintenance of the EAL Register, and will include:-
  - (a) assisting and advising mainstream staff on strategies for supporting EAL pupils in the curriculum
  - (b) selection and development of appropriate EAL learning materials
- To regularly meet and discuss with form tutors and Divisional Heads, EAL pupils' provision in general and strategies for dealing with the particular needs of highlighted pupils.
- To develop strategies to raise general staff awareness to the importance of EAL teaching, and the clear benefits of this to both pupils, staff and the access to, and achievement within, the curriculum.
- To co-ordinate, participate in and initiate an EAL staff development programme where deemed appropriate.
- To monitor, review, evaluate and develop EAL provision in the school.
- To establish high levels of expectation for achievement in all EAL pupils.
- To emphasise the value and importance of EAL teaching and its supportive role in the whole school curriculum.
- To organise, record and develop a home/school liaison programme for EAL pupils and conduct home visits, when appropriate.
- To take a full part in the school's Appraisal procedures.
- To take full part in the Pastoral Curriculum of the school, including being a form tutor.
- To take full part in the extra curricular life of the school and to ensure that the pupils, for whom English is a second language, are encouraged to take part in activities.





# THE PERSON SPECIFICATION

*Please make sure, when completing your application form, that you give clear examples of how you meet the criteria.*

## **Essential Qualification Criteria**

- All applicants must:
- Be deemed suitable to work with children
- Be qualified to degree level or above
- Be eligible to teach in the UK
- Be eligible to the right to work in the UK
- Have a good command of spoken and written Standard English

## **Experience:**

- Teaching/training at secondary school level
- Working/training in a multicultural environment

## **Knowledge:**

- Have in depth knowledge of main teaching subject
- Have up-to-date knowledge of current educational developments in relation to that subject at whole school level
- Have awareness of current approaches and teaching strategies in main subject and any other subject offered
- Be vigilant regarding Safeguarding

## **Skills:**

- Ability to engender enthusiasm for the teaching subject(s) and motivating pupils through setting purposeful work
- Ability to encourage learners to develop self-esteem. To keep themselves and others safe and to have respect for others
- Ability to plan and deliver high quality lessons, evaluate the impact of these and develop future planning accordingly
- Ability to promote high standards of achievement in work and behaviour
- Ability to teach across the whole ability and age range of the school



## THE PERSON SPECIFICATION

- Show a clear grasp of Assessment, Recording and Reporting (including target setting)
- Ability to use new technology to support both the curriculum and organisation
- Ability to monitor and evaluate teaching and learning and act upon the outcomes, including data analysis
- Ability to assess the needs of individuals to inform lesson planning
- Ability to prioritise, pay meticulous attention to detail, work under pressure and meet strict deadlines

### QUALITIES

- To show willingness (and/ or experience of) to foster good relationships with all the school's stakeholders
- To demonstrate commitment to team work and collaboration
- To be hardworking, determined and conscientious
- To be a reflective practitioner, able to self-evaluate and develop professionally

*This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.*

*The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.*





## LIVING AND WORKING IN EALING

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### TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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### CULTURE AND AMENITIES

Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.





## HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint a **Teacher & Coordinator of English as an Additional Language (EAL)** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Monday 24th March 2025 at 12 noon.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

**HR Administrator**  
**The Ellen Wilkinson School for Girls**  
**Queens Drive**  
**London**  
**W3 0HW**

[office@ellenwilkinson.ealing.sch.uk](mailto:office@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)





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INSPIRING  
PASSIONATE  
NURTURING  
SUCCESSFUL  
CREATIVE

## A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a  
Progress 8 of + 1.0

### TEACHER & COORDINATOR OF ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) Part time (3 days per week) Permanent MPS/UPS + TLR2B

We are seeking to recruit an outstanding and motivated Coordinator of English as an Additional Language to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

**The Closing Date for the post is Monday 24th March 2025 at 12 noon.**

**We reserve the right to close the vacancy early so we encourage early applications for interested candidates**

Recruitment Pack and Application Forms can be obtained from

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.