



EAL CO-ORDINATOR JOB DESCRIPTION RESPONSIBILITIES

<p>PURPOSE OF POST</p>	<p>Raise standards by effectively managing EAL across the school and contribute to raising the educational achievement of students with English as an additional language (EAL) needs by working in sustained collaboration with curriculum teams:</p>
<p>A sustained responsibility for delivery high quality teaching and learning for which he/she is made accountable</p>	<ul style="list-style-type: none"> • Teach a small number of lessons within a designated Curriculum Team, including reading groups. • Model good practice in relation to the teaching of EAL students.
<p>Requires the exercise of a teacher's professional skills and judgement.</p>	<ul style="list-style-type: none"> • Disseminate information effectively, to promote EAL students being effectively supported. • Represent and promote the needs of EAL students at Curriculum Team meetings and other meetings as needed. • In consultation with the VP with responsibility for inclusion, advise teachers, curriculum teams and senior staff about the development of EAL strategies. • Make an active contribution to the development, implementation, monitoring and evaluation of EAL Policy in the school. • Keep abreast of 'Good Practice' strategies in EAL. • Advise on the level of resources required to maximise the achievement of students with EAL. • Develop communication channels between yourself and the CTLs in order to enhance provision for students with EAL • Work with the designated member of the Leadership Team on budget management • Prepare and update the EAL development plan within the context of the overall School Improvement Plan and produce progress reports and student data as requested.
<p>Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage student development across the curriculum.</p>	<ul style="list-style-type: none"> • Develop EAL in mainstream classrooms across the curriculum, using a variety of appropriate teaching methodologies, ensuring continuity and progression. • Prepare and evaluate appropriate learning materials which support the development of EAL. • Co-ordinate the identification, assessment and monitoring processes for EAL students including the management of the EAL register and review processes. • Contribute to the development of school Language Policies. • Maintain existing resources and explore opportunities to develop new resources for students with EAL.
<p>Has an impact on the educational progress of students other than the teacher's assigned classes and</p>	<ul style="list-style-type: none"> • Identify students who require specific support to develop EAL and ensuring their effective induction into the school

<p>group of students.</p>	<ul style="list-style-type: none"> • Monitor and evaluate the development of English by students with EAL. • Support the national assessment and testing of students with EAL • Assist with the co-ordination of GCSE support • Attend student review meetings, as appropriate. • Support the school by monitoring the progress of Refugee and Asylum Seeker students.
<p>Involves leading, developing and enhancing the teaching practice of other staff.</p>	<ul style="list-style-type: none"> • Liaising with other curriculum postholders, members of the Leadership Team, primary school and Further Education staff to ensure effective co-ordination of EAL provision • Keeping abreast of new approaches in teaching methods, curricular development and statutory requirements through reading relevant documents, attendance at meetings and professional development activities and disseminating this information within the school. • Advise on appropriate strategies for developing EAL for individual students • Contributing to staff meetings and in the promotion of appropriate teaching methodologies for students with EAL • Co-ordinating the work of EAL colleagues through deploying their skills effectively, within the school and to manage, monitor, advise and support all EAL staff • Setting goals for EAL work in the school aimed at raising the levels of educational achievement of students with EAL needs • Attend meetings and keep colleagues informed about local and national EAL developments • Liaise with and co-ordinate the work of interpreters and external agencies who work with students with EAL.

- Employees will be expected to carry out such other reasonable duties, which may be required from time to time.
- This Job Description will be reviewed on an annual basis.

The Clarendon Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure And Barring Service check before appointment is confirmed.