

## EAL Co-ordinator – Job Description

### Line Manager – Assistant Head

The key aim of the role is to support students who have barriers to learning due to English not being their first language. Additional aims are to ensure that key students have the support and opportunities to achieve and progress both academically and pastorally, and to reach their true potential.

#### **Key roles and responsibilities of the post:**

- To effectively identify which students, have barriers to learning due to English being an additional language.
  - To support with the prioritisation of need of these students.
  - To co-ordinate the intervention that is put in place to meet the specific needs of these students.
  - To create resources to support the language development of these students
  - To contact stakeholders to ensure that information is distributed and collated regarding students with EAL.
  - Support the students in accessing learning activities. Support differences to ensure all students have equal access to opportunities to learn and develop.
  - To help establish and keep up-to-date student profiles in relation to students' language abilities.
  - Provide administrative support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic record keeping in respect of student learning, behaviour, etc as directed.
  - Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
  - Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
  - Ensure the maintenance of a clean, orderly and safe working environment.
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- **Necessary Experience**
    - Good standard of general education, together with good numeracy and literacy skills.
    - Previous experience (1-2 years) of working with children who have EAL.
    - Experience of creating and developing resources for students who have EAL.
    - Experience of establishing a baseline assessment of progress for these students, setting specific, well-researched interventions, analysing the impact and developing new interventions based on this.
    - Liaising with both parents and outside professionals
    - Use of Technology
  - Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
  - Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.

- Good influencing skills to encourage students to interact with others and be socially responsible.

### **Job Context**

- The EAL Coordinator will be expected to work effectively with individual students and/or small groups under the direction of the Assistant Head. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment, analysing impact and behaviour management.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communication skills to be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required.