Future Schools Trust Job Description

Job Title: EAL Coordinator

Salary: TLR 2c

Responsible to: Vice Principal

**Job Purpose:**

To identify and support students for whom English is an additional language, to enable them to achieve their full academic potential, gain independence and participate fully in the life of the school and the wider community.

To work to improve standards across the school, co-ordinating when necessary with other subject staff.

**Main duties/responsibilities:**

* to identify students for whom English is an additional language and who are at risk of under achieving
* to coordinate and provide in class support to enable students to overcome barriers to learning
* to support students through small group work
* to ensure all students are able to access the curriculum, achieve their full potential, work independently and participate fully in school life
* to assess and induct students into the school, including students who arrive mid- year
* to set targets and use performance and other relevant data to monitor the performance and progress of targeted students
* to participate in all inclusion panels
* to offer training and promote classroom strategies to ensure all teachers meet the needs of EAL students
* to meet with relevant staff to share information concerning targeted students
* to identify students who require additional intervention
* to be responsible for the establishment and running of mentoring programmes and activities
* to keep up-to-date records of EAL students in the school and ensure all staff are provided with relevant information
* to liaise with the local authority
* to provide training opportunities for staff to support EAL students
* to line manage the HLTA responsible for EAL assessment and support

**Person Specification**

**Knowledge, Skills and Experience:**

* A teaching qualification with QTS
* Awareness of strategies available for improving learning & achievement of students for whom English is an additional language
* Ability to use a range of teaching and learning strategies, with knowledge of how ICT can be used effectively to enhance learning
* Ability to use student data to raise standards
* Excellent oral and written communication skills
* Excellent organisational skills with the ability to manage competing priorities
* Recent child protection training or a willingness to undertake such training

**Personal Qualities**

* Ability to work both independently and collaboratively
* Excellent interpersonal skills
* Creative in problem solving together with a willingness to take on or try new approaches and ideas

This Job Description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.