



Job Description Role: Teacher of EAL

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College ('the College') is an equal opportunities employer.

Location:	Senior School
Accountable to:	The Teacher of EAL is directly responsible to and supervised by the Head of EAL. However, the Teacher of EAL may also receive instructions from the Head, who is responsible for the leadership and management of the College, together with other members of the Senior Leadership Team .
Responsible for:	N/A

Overall Purpose of the Job

The Teacher of EAL's primary purpose is to support EAL provision throughout the College. This is not limited to teaching the EAL curriculum but working within and alongside Faculties and Departments in supporting the overall progress of EAL learners across the College.

Main Duties and Responsibilities

Teaching Duties

- Planning courses, preparation of lessons, setting homework and marking pupils' work.
- Informally assessing and reporting (to the Head of Department or Head of Subject and to staff meetings) pupils' academic development, progress and attitude.
- Making formal assessments, setting and marking examination papers, and writing reports as required.
- Teaching small class and 1:1 EAL groups.
- Supporting EAL students in curriculum lessons.
- Taking responsibility for the welfare and safety of pupils.
- Promoting the general well-being of pupils, taking note of individuals' personal needs and communicating with the Form Tutor, Head of Year, and Head of Boarding as appropriate.
- Maintaining discipline and high standards of courtesy and appearance among pupils at all times and co-operating in this will all other members of staff.
- Taking care to see that the teaching room is a well-ordered and stimulating environment for learning.
- Participating in staff meetings and departmental meetings.
- Contributing to the running of the department.
- Covering, as required, for absent colleagues.
- Periodically reviewing teaching methods, maintaining knowledge of the subject and expertise up to date, participating in arrangements for further training and professional development.

Non-teaching Duties

- Arriving in school in time to read any messages or notices before assembly.

- Attending assembly.
- Attending parents' evenings.
- Actively supporting school events as far as possible.
- Taking part in a morning break and lunch-time patrol rota.
- Performing any specific duties, including those of a Form Tutor, as requested by the Headmistress. These are arranged as equitably as possible, taking into account interests, abilities and other responsibilities.
- Making a regular contribution to the programme of extra-curricular activities.

General

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of students in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

Training and Work Equipment

The College will provide training or pay reasonable training costs where the need arises.

Teacher of EAL Person Specification

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • A relevant, good honours degree or equivalent • An EFL teaching qualification such as a CELTA or Trinity CertTESOL 	<p>Qualifications</p> <ul style="list-style-type: none"> • DELTA, Trinity DipTESOL or equivalent • MA in ELT / TESOL / Applied Linguistics • CELTYL, TYLEC or equivalent young learner qualification • Qualified Teacher Status • Evidence of relevant CPD
<p>Experience</p> <ul style="list-style-type: none"> • Teaching EAL / EFL / ESL • Working with children and young people 	<p>Experience</p> <ul style="list-style-type: none"> • Teaching EAL children in a school • Teaching at secondary level, including IGCSE EAL / ESL and IELTS • Teaching learners with a variety of Proficiencies in English • Supporting EAL in the wider school curriculum
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of effective EAL teaching strategies and pedagogy • Have an awareness of safeguarding and pastoral issues 	<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of EAL diagnostic testing
<p>Teaching</p> <ul style="list-style-type: none"> • Evidence of excellent classroom practice • Excellent understanding of effective and engaging teaching methods • The ability to incorporate assessment for learning strategies into everyday practice • The ability to engage, enthuse and motivate students • Confidence in using and interpreting student data • The ability to use ICT and new technologies to enhance learning and teaching 	<ul style="list-style-type: none"> • A willingness to experiment with ICT and new technologies to enhance learning and teaching
<p>Professional Attributes</p> <ul style="list-style-type: none"> • A high level of motivation • Commitment to providing students with a first-class education • A clear vision and an innovative approach to learning and teaching • Flexibility, adaptability and creativity • The ability to work independently • The ability to communicate effectively with students and staff • The ability to liaise effectively with parents • A readiness to contribute to the wider goals of the department • A willingness to work as a team with others in the EAL Department • Excellent organisational skills 	<p>Professional Attributes</p>
<p>Other Qualities</p> <ul style="list-style-type: none"> • Enthusiasm, drive and a love for the job • High expectations for all young people • A fair and respectful manner in class • High standards of behaviour, in and out of the classroom 	<p>Other qualities</p>