

# Person Specification

**Job Title:** EAL Co-ordinator

**Grade / Salary:** Unqualified Teacher Scale

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

## EDUCATION

<i>Essential</i>		<b>Evident in Application</b>	<b>Evident at Interview</b>
1.	A degree in a relevant subject	✓	
2.	Evidence of recent and relevant training or CPD	✓	
3.	TEFL/CELTA qualification	✓	

## EXPERIENCE

<i>Essential</i>			
4.	Evidence of effective teaching ability and successful impact on EAL student progress across all Key Stages	✓	
5.	A good knowledge and awareness of developments in EAL teaching and statutory requirements	✓	
6.	A sound understanding of planning and assessment for learning	✓	
7.	The ability to communicate effectively and appropriately with staff, students and parents/carers, and to be able to prepare reports, profiles and maintain clear and comprehensive records		✓
8.	An awareness of the range of strategies to address the differing needs which exist in one to one and small group teaching	✓	
9.	A commitment to raising achievement and experience of devising and implementing successful strategies to do this		✓
10.	A familiarity with Information Technology and with its educational uses as well as an ability to use IT effectively to fulfil administrative requirements	✓	
<i>Desirable</i>			
11.	Proven administrative and organisational skills		✓
12.	An understanding of target setting and action planning	✓	✓
13.	An understanding and appreciation of the value of interesting and stimulating display and other motivational materials		✓

## PERSONAL

<i>Essential</i>			
14.	Evidence of energy, enthusiasm and resilience		✓

15.	A strong sense of loyalty to the school	✓	
16.	Evidence of effective team work	✓	
17.	An ability to maintain professional integrity even when under pressure		✓
18.	A good work ethic and a professional approach		✓
<i>Desirable</i>			
19.	Good sense of humour and perspective		✓
20.	An interest in developing professionally.	✓	✓