

Job Description

Job Title: EAL Coordinator

Grade / Salary: Unqualified Teacher Scale

Main Objectives

- To support the Co-Headteachers in implementing the School Improvement Plan.
- To support the LINC department in implementing Department Improvement Plan with specific reference to areas related to EAL

Admissions and Induction

- Liaise with the Admissions Officer re: all new EAL arrivals and, where possible, attend admissions meetings in order to collect EAL specific information for the EAL student profile
- Assess new students for language proficiency using the EAL A-E codes
- Provide a full induction including, where possible, a buddy in consultation with the Head of College
- Ensure that the student(s) have access to resources to support their learning e.g. a bi lingual dictionary
- Oversee the transition of EAL students from Year 6 to Year 7. Liaise with feeder primaries for relevant information and ensure that Year 7 EAL students have access to support and resources for a successful transition.

Information Sharing

- Assess students' language levels using the relevant assessment material using the A-E scale to and disseminate to establish a baseline as part of the EAL student profile
- Ensure that the EAL Student profile includes targets for teaching and learning strategies including advice on the seating plan
- Circulate EAL student profiles at the appropriate times; the beginning of Year 7 for new students and in-year for new admissions
- Where appropriate, liaise with the Linc for EAL students who have an SEN/D

Monitoring Progress

- Use the EAL systems to monitor the academic, social and emotional progress of students on the EAL register
- Maintain the EAL register and ensure that it is accessible to staff
- Use the School's tracking and monitoring systems to identify under achievement. Liaise with class teachers, tutors and heads of college to identify reasons for underachievement and use the School's internal referral system to broker additional support/intervention/assessment
- Maintain a positive relationship with EAL students

Curriculum and Exam Responsibilities

- Maintenance of resources e.g. bilingual dictionaries, EAL assessment tools
- Liaise with the Exams' Officer with regards to access arrangements
- Liaise with Exams' Officer re: GCSE entries for community languages of EAL students
- Liaise with the School Librarian re: resources for EAL students
- Maintain an appropriate teaching space for students who have withdrawal lessons for EAL
- Support the development of a strategy ensuring inclusion, equality of opportunity and respect for diversity
- Monitor national policy and guidance and suggest amendments to the School's EAL policy in response
- Prepare students (where relevant) for KET/PET/FCE examinations.

Communications

- Attend Parents' Evenings where relevant in order to inform parents of progress
- To contribute to reviews of students' progress, as appropriate
- Sign post parents to EAL specific support
- Respond to parental enquiries re: EAL support
- Liaise with outside agencies where appropriate
- To meet statutory and school policy requirements
- To fulfil the aims of the school and work towards maintaining its ethos
- To participate in relevant directed time meetings

Professional Development

- To be committed to furthering your own professional development and participating in Performance Management and in-service training as necessary to optimise your performance in your role

May 2018

Signed: _____ Date:

Signed: _____ Date: