



Ackworth School

Job Title	Teacher of EAL
Date	May 2019
Department	EAL
Reports to	Head of EAL
Responsible for	Teaching EAL from Year 7 to Year 13

Purpose of the Role

The Teacher will teach EAL to a variety of pupils, who tend to be boarders and who may be here for a shorter stay or may remain in order to follow into Higher Education in the UK.

The basic aim of the EAL department is to ensure that all international students are able to access the curriculum of the subjects they are studying.

The job holder must be able to teach the subject at all levels, from Year 9 to Year 13.

All staff are encouraged to continue professional development via internal and external courses, led by our Director of Learning and Teaching.

Departmental Information

The Department is led by a Head of EAL and one other teacher.

It fulfils three main functions: to teach and nurture pupils on a dedicated one-year programme studying English as an Additional Language, to support overseas pupils and their teachers in main-stream education and to support Sixth Form students (many of whom have entered the School via the EAL dept) with their A Level studies and prepare them for the Academic IELTS qualification and entry to a UK university.

Our international students come from a large variety of countries and are prepared for KET, PET, FCE, IGCSE ESL and General IELTS. In the Sixth Form EAL is compulsory, alongside A Levels, to those students whose level of English requires additional support or to those who require an English language qualification to progress to university.

The EAL department is an accredited member of BAISIS (British Association of International Schools with International Students).

Main tasks and responsibilities

Teaching, Pastoral and Extra-Curricular

You will be expected to

- prepare students for the range of exams offered by the department.
- assist with preparing schemes of work for EAL classes at various levels.
- participate in EAL departmental meetings
- assist with work scrutiny, standardising of exam papers and undertake internal exam marking.
- assist with day-to-day implementation of departmental duties e.g. marking, record keeping, development of materials
- assist with departmental trips (school day or weekend)
- contribute to the school's extra-curricular programme.
- undertake a share of general supervisory duties in accordance with the school's organisation of duty rotas.
- participate in Parents' Evenings
- report on pupil progress in line with the school's reporting system when required.
- to undertake the role of a form tutor
- carry out any other duties as requested by the Head of EAL or SMT

Professional Conduct and Development

- Attend induction programme
- Participate in the appraisal system
- Attend departmental and teaching staff meetings
- Identify own training needs in consultation with Head of EAL
- Ensure familiarity with the Staff Code of Conduct and school policies
- Be aware of, and act in accordance with, school Safeguarding Children policies

Outside the Classroom

- To enrich learning through access to external events and by leading clubs and societies.
- Ensures pastoral matters are conducted with sensitivity, efficiency and confidentiality.

Person Specification

Educational Attainment

- A good first degree from a recognised university
- EAL/ESOL Teaching qualification

<p>Essential Experience & Knowledge</p> <ul style="list-style-type: none"> • Familiar with the Cambridge suite of examinations (KET, PET, FCE, General and Academic IELTS) • Experience of teaching Edexcel IGCSE ESL. • Recognised teaching qualification, such as PGCE, TEFL or equivalent experience • Involvement in extra-curricular activities 	<p>Desirable Experience & Knowledge</p> <ul style="list-style-type: none"> • Awareness of safeguarding requirements, in particular an understanding of good practice within a boarding school. • High level of IT literacy • Appreciate the needs of a boarding school • Experience of managing change and improvement
<p>Essential Skills</p> <ul style="list-style-type: none"> • A track record of excellence in the classroom with evidence of good results • The ability to work well in a team and one who strives for excellence and leads by example. • Good spoken and written English • Ability to communicate easily, both orally and in writing to a variety of audiences including pupils, parents and colleagues. • Ability to work under pressure. • Excellent and effective classroom management skills • Be organised and self motivated, with a proven record for meeting deadlines and targets • Able to perform well and remain professional whilst under pressure • Display a smart and professional appearance, representing the School in a positive manner • Have empathy for the Quaker values of the school • Ability to maintain confidentiality 	<p>Desirable Skills</p> <ul style="list-style-type: none"> • Evidence of the use of current and emerging technologies • Demonstrate evidence of structured continuous professional development • A track record of engagement in extra-curricular activities

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.