



Kings Heath Boys

Job Description: EAL Co-ordinator

Line manager: SENDCO

This level is applicable for teaching assistants/ staff working at a mid level with children in a support staff role as:

- a) Unqualified teacher

Purpose of job

- a) To support students/teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines for students with English as an additional language.
- b) To support students/teaching staff in the development and education of children including taking management responsibilities for the development of EAL provision and directing other EAL teaching assistants as required.
- c) To lead EAL provision as part of the Learning Support Faculty.

Duties and responsibilities of an EAL Co-ordinator

1. Manage EAL budget to cost effectively support EAL in school.
2. Use different forms of data including school and EAL specific to accurately assess/monitor and intervene with newly arrived newly arrived EAL pupils to ensure their progress.
3. To baseline assess newly arrived students.
4. Plan and deliver induction for newly arrived pupils with EAL.
5. Organise, manage and lead learning sessions with specified EAL newly arrived groups of pupils and/or individuals.
6. Plan and/or deliver support for newly arrived EAL pupils, monitoring their progress across the curriculum.
7. Monitor progress, report and action intervention for all students on newly arrived register.
8. Organise EAL pupil integration into school and monitor success/progress, including student timetables
9. Manage the use of physical resources for the EAL base and resources for supporting the learning of EAL students.

10. Plan and implement organisational operations.

Support for Pupils

1. Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
2. Assess the needs of pupils and contribute to the development of Individual Education Plans and support so that students with EAL make progress.

Support for Teachers

Assist designated teacher(s) with the teacher's responsibilities for differentiating learning within their subject curriculum, and specifically support teachers to;

1. Implement and evaluate specific curriculum plans and activities for EAL provision.
2. Contribute to curriculum planning if requested.
3. Prepare Student profiles of EAL pupils.
4. Routinely monitor and assess specified individuals and groups of EAL pupils in accordance with the monitoring and assessment arrangements for the school.
5. Provide information and reports as required on the achievement and progress of EAL pupils.
6. Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.
7. Plan and deliver appropriate EAL CPD for staff as required by school need.

Support for Families

1. Regular contact with the EAL newly arrived families to support the transition in school.
2. Attend reviews PEP meetings for LAC, EAL as necessary.
3. Gather relevant information for reviews.

Support for the school

1. Act as lead for the whole school in the designated specialist area of EAL and share expertise and skills with others
2. Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class.
3. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
4. To ensure all tasks are carried out with due regard to Health and Safety
5. To undertake appropriate professional development including adhering to the principle of performance management.
6. To adhere to the ethos of the school
 - a. To promote the agreed vision and aims of the school
 - b. To set an example of personal integrity and professionalism

7. Any other duties as commensurate within the grade in order to ensure the smooth running of the school in supporting EAL learners.

Duties and Responsibilities – Co ordinator role

In addition to the duties normally expected of a grade 3 person, this role will encompass the day to day co ordination of the EAL department within the school and the support and progress of all EAL pupils.

1. Assist in the development and implementation of policies relating to EAL.
2. Ensure advanced EAL pupils are monitored and supported on a 2 year continuum.
3. Advise the management team on any issues affecting the EAL students.
4. Support Teachers in the school setting to enable them to give effective support to EAL students..
5. Monitor the progress of EAL students through data and class based observations.
6. To support EAL learners to engage with their learning.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

3.1 Supervising Officer's Job Title: SENCO

3.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor/line manager, whole school policies and process developments, supported with fortnightly line management meetings.

Name: _____ Date: _____