



Sidcot School

Job Description and Person Specification

Head of EAL Department

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title	Head of EAL Department
Summary of the role	<p>Provide professional, strategic leadership, vision and development of the EAL Department & Pre-GCSE Pathway.</p> <p>Manage EAL provision in the Yr11 Pathway (Curriculum) Programme.</p> <p>Develop and implement proposals for the provision of EAL throughout the School and for the Pre-GCSE Pathway.</p> <p>Support Senior colleagues by providing advice and support for whole school approaches to develop of EAL in liaison with other HoFs and HoDs.</p> <p>Attend the School's Academic Board.</p> <p>Communicate effectively with all relevant stakeholders with particular emphasis on supporting the school with recruitment and retention of EAL students.</p> <p>Implement and secure the consistent delivery of high-quality teaching and learning; ensuring that students achieve their individual potential in a supportive and challenging environment, which is tailored to their needs and supports their EAL lessons as well as whole school development.</p> <p>Track, monitor and support the progress of all students connected to the Department to raise standards, ensure progress and deliver a high-quality experience with excellent outcomes.</p>
Line management responsibility	Teachers of EAL Department & working with KS3 teachers in order to deliver the Pre-GCSE Pathway (Curriculum).
Duties and Responsibilities	
Line management duties and responsibilities overview	<ul style="list-style-type: none">• Accountability: responsible for decisions made and actions taken.• Change management: assist staff to navigate their way through change in line with the School's strategic development.• Knowledge management: develop a consistent way of disseminating knowledge firstly through your team and subsequently through the School.

	<ul style="list-style-type: none"> • Organisational involvement: help grow the School through decision making and planning. • Performance targets/modification of behaviour: work with staff to achieve their best in accordance with the culture of the School, demonstrating outstanding teacher skills and leadership qualities necessary to command respect and encourage commitment to raising standards and student engagement and aspiration.
Teaching	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • Identify and adopt the most effective teaching methods that will stimulate learning appropriate to student needs and the demands of the specifications and departmental Schemes of Work. • Work with colleagues to promote the stretch and challenge of all students, including the most able. • Ensure a high quality learning experience for all students, including SEN, which meets internal and external quality standards and achieves high outcomes. • Liaise with the Head of Learning Support to ensure a high quality learning experience for all SEN students, which meets internal and external quality standards and achieves high outcomes. • Support the monitoring and evaluation of curriculum provision and the work and performance of the Department. • Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students. • Take direct responsibility for monitoring the quality of marking, planning and classroom learning within the context of the School's internal monitoring and evaluation procedures. • Undertake assessment of students as requested by external bodies, departmental and school procedures. • Prepare and update subject materials. Review and develop appropriate schemes of work, resources and teaching and learning strategies that are shared electronically amongst all department members and implemented in their everyday classroom practice. • Ensure homework is being set and regularly marked. Ensure colleagues keep a record of homework set. • Maintain discipline in accordance with the School's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework. • Ensure all staff adhere to the procedures and policies relating to the health and safety of students and undertake risk assessments as appropriate. • Provide extra-curricular opportunities throughout the School, to allow students to gain self-improvement at all ability levels. Lead and support extra-curricular activities and opportunities that relate to the EAL Department.

	<ul style="list-style-type: none"> • Meet the Teachers' Standards as appropriate. • Undertake such other comparable duties as the Head requires from time to time.
Communication	<ul style="list-style-type: none"> • Communicate effectively with members of SLT and SMT as appropriate. • Communicate effectively with the parents/guardians of students as appropriate including attendance at parent consultations. • Ensure the whole Department communicate effectively with the parents/guardians of students as appropriate including attendance at parent consultations. • Communicate with Admissions, Boarding Houses, Parents and Guardians to ensure all parties are well informed of student progress, particularly where extra support is required, to ensure the student experience is excellent and retention is optimised. • Where appropriate, communicate and co-operate with persons or bodies outside the School. • Organise and chair regular department meetings, ensuring agendas and minutes are produced and circulated in a timely manner.
Operational and strategic planning and operational management	<ul style="list-style-type: none"> • Provide day-to-day management of the EAL Department. • Manage the process of curriculum review, development and change to ensure the delivery of appropriate, relevant, high quality courses that meet the needs of students, examining and awarding bodies and the School's strategic objectives. • Manage the process of preparation for IELTS mock exams, exam entries and organise /accompany students to IELTS tests as appropriate. • Oversee the monitoring of students' progress and review of methods of teaching and schemes of work to ensure the effectiveness of the teaching and the efficiency of learning within the Department and regulatory compliance. • Ensure tracking of student progress is systematic and in line with wider school processes to allow termly reviews of progress data. Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required. • Collate and co-ordinate the tracking of student data, identifying key groups of students and co-ordinate the intervention for under-achieving students to include regular monitoring, tracking and reporting of student outcomes • Maintain a system of assessment that accords with the School's policy. <ul style="list-style-type: none"> • Take responsibility for implementing the strategic development of all aspects of EAL provision in the School. • Take part in, and lead when required, Department and whole school staff development programmes. • Maintain a dynamic overview of pathway pupils' progress and make such changes, throughout the year, as to ensure

	<p>that all pupils have an appropriately challenging and enriching academic experience.</p> <ul style="list-style-type: none"> • Writing and co-ordinating the 1:1 timetables in consultation with departmental staff. • Contribute to the co-ordination of the timetables, assessments and examinations as required by SLT. • Record lessons taught by EAL staff and submit timesheets and billing information to ensure staff payment and student billing. • Represent the Department on Academic Board • Liaise on curriculum matters relevant to the EAL Department with the Junior School. • Oversee the entry of new pupils into classes, providing information regarding students' EAL requirements and also pupils moving from Pathway courses into other academic routes. • Prepare the Department's annual budget for approval. Ensure the Department's operations are regulatory compliant at all times. • Manage the process of the ordering and allocation of equipment and materials and ensure the Department's spending is kept within budget. • Manage the supply of relevant curriculum resources and maintain the efficient and effective use of resources. • Present at SLT and/or Governors' meetings when requested. • Ensure the department's staff follow and comply with all School policies and procedures including with regard to child protection; health and safety and security; and confidentiality and data protection.
Admissions and Marketing	<ul style="list-style-type: none"> • Take part in marketing activities such as open days. • Contribute to the development of effective subject links with external agencies. • Co-ordinate relevant events to celebrate and promote EAL within the wider community. • Ambassador for the Pre-GCSE Pathway. • Support the Admissions team with interviews as required and, where necessary, review interviews and application material to assess candidates' standards of English. • Support the Admissions team regarding EAL admissions process, to discuss individual applications and wider trends or strategic matters as required. • Meet with prospective families for EAL, where possible. • Assist with the planning and delivery of International Study Tours. • Assist with the induction of new international pupils throughout the academic year. • Support the Admissions Department with the production of promotional material related to EAL and Pre-GCSE Pathway.
Staff management and Staff Development	<ul style="list-style-type: none"> • Act as a role model for staff and students. • Lead and manage the department's staff, ensuring the terms of the School's staffing policies are applied consistently and fairly within the department. • Lead and manage arrangements for further training and professional development for the department's staff.

	<ul style="list-style-type: none"> • Participate in the School's further training and professional development and advice on EAL matters related to the professional development of colleagues. • Engage actively in the School's professional development review system (PDR). • Lead and manage the PDR process for the department's staff. • Continue personal development in relevant areas including subject knowledge and teaching methods. • Ensure the department's staff are made aware of the staff policies when applicable and understand their entitlements, ensuring that any requests are considered sensitively and dealt with reasonably and as a matter of urgency. • Responsible for the health and safety of the department's staff. • Complete relevant and accurate information relating to the department's staff. • Assist with the recruitment of the department's staff. • Ensure the effective and efficient deployment of classroom support.
General duties	<p>A general contribution to the work of the rest of the school across the ability and age range is expected. There is considerable emphasis on "extra-curricular" activities at Sidcot, and some day, evening and weekend duties are required from all main professional grade teachers. All staff are expected to offer at least one extra-curricular club, society or activity, and to undertake some evening duties, as well as a share of the weekend duty and activity responsibilities (currently the equivalent of nine blocks of four hours per year each for full time staff, subject to review). Main professional grade teachers will have a tutorial group and a share of cover arrangements for absent colleagues. These duties are included in the Sidcot salary scale and they are carried out pro rata by part time staff.</p>
Other	<p>This job description is illustrative and not exhaustive. The postholder will be required to undertake such other comparable duties as the Head or line manager requires and demonstrate a level of commitment commensurate with a Head of Department role.</p>
Remuneration	<p>Remuneration is at the appropriate point on the Sidcot scale points 1 to 8 (£28,521 to £46,135), depending on qualifications and experience. Remuneration is paid pro-rata to part time teachers. The children of staff may be educated in Sidcot Junior School and Sidcot School at reduced rates, subject to satisfying our standard Admissions criteria.</p> <p>In addition, the Head of EAL Department role attracts 2 Management Allowance Points, (£4,946 per annum); as well as a remitted time allowance.</p>

Person Specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Graduate in a relevant discipline • Qualified Teacher Status (or equivalent qualification/experience) • Additional qualifications appropriate to this role – Celta qualification 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Other professional qualifications/further professional studies/research as relevant to the post – Delta qualification 	<ul style="list-style-type: none"> • Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Relevant teaching experience: IELTS and IGCSE English as a Second Language 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • A previous successful leadership role • Experience with the Cambridge suite of exams • Experience assessing student levels • Experience of leading an initiative to improve progress • Experience of successful implementation of curriculum planning or assessment procedures • Experience of the pastoral care of students 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

		<ul style="list-style-type: none"> • Experience of leading students in extra-curricular activities • Teaching experience in other subject areas 	
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Strong effective classroom management skills • Ability to uphold all school policies effectively, consistently and fairly • Ability to work well in a team • Highly organised and motivated • Ability to inspire and motivate staff and students • Ability to meet deadlines and targets set by managers • Ability to use data and strategic information to raise student achievement • Ability to apply ICT in order to enhance teaching and learning 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Proven leadership skills • Ability to lead on wider school initiatives/projects 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent subject knowledge • Knowledge of effective teaching strategies and pedagogy eg. AfL 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Other relevant training, for example in safeguarding, careers education, etc 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Strong interpersonal skills and self-awareness adapting to situations with particular reference to children • Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • A willingness to engage fully in the extra-curricular life of the School • A willingness to develop and support new initiatives 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Extra-curricular interests and a willingness to share them. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references