



Sidcot School

Job Description and Person Specification

Teacher of EAL

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	Residential Teacher of EAL and Boarding Assistant
Summary of the role	To implement and deliver high quality teaching and pastoral support to EAL students which provides students with the language and skills needed to access a mainstream curriculum and the opportunity to achieve their individual potential, whilst guaranteeing internal and external quality standards.
Responsible to	Head of EAL, House Parent, Deputy Head

Duties and Responsibilities

Teaching	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. • Plan, prepare and deliver excellent EAL lessons with clear learning objectives within a relevant scheme of work, using a range of teaching styles and resources appropriate to the subject matter and students being taught • Plan and deliver language support specific to the needs of the secondary curriculum • Plan EAL support to suit individual students' needs, including support for mainstream subjects, up to and including A level, for individual students • Differentiate lessons so that all students can access learning appropriately • Support the Head of EAL in assessing students' level of English and developing programmes of study to enable students to access a mainstream curriculum at the earliest appropriate opportunity • Work with the boarding staff, teaching and pastoral teams, and with parents/guardians to ensure wrap around care for EAL students • Offer relevant guidance to mainstream teachers in their delivery of lessons to EAL students in line with the EAL Policy at Sidcot School
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	<ul style="list-style-type: none"> • Identify and adopt the most effective teaching methods which will stimulate learning appropriate to student needs and the demands of the syllabus. • Work with colleagues to promote the stretch and challenge of all students, including the most able. • Ensure a high quality learning experience for students which meets internal and external quality standards. • Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required. • Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students. • Undertake assessment of students as requested by external bodies, departmental, faculty and school procedures. • Prepare and update subject materials. • Maintain discipline in accordance with the School's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework. • Ensure 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. • Meet the Teachers' Standards as appropriate. • Undertake such other comparable duties as the Headmaster requires from time to time.
Boarding	<ul style="list-style-type: none"> • Assist with boarding duties as per duty rota. • Provide pastoral care and support for all boarders at Sidcot School. • Lead activities in boarding time. • Assist on boarding trips.
Communication	<ul style="list-style-type: none"> • Communicate with house parents, and teaching and pastoral teams to ensure effective wrap around support for students. • Communicate effectively with the parents/guardians of students as appropriate including attendance at parent consultations. • Where appropriate, communicate and co-operate with persons or bodies outside the School.

Operational and strategic planning	<ul style="list-style-type: none"> • Assist in the development of appropriate syllabuses, resources, schemes of work etc. • Contribute to the department’s development plan and its implementation. • Plan and prepare courses and lessons. • Work with colleagues to ensure that the curriculum area provides a range of teaching which complements the School’s strategic objectives. • Assist colleagues in the process of curriculum development and change.
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.
Staff Development	<ul style="list-style-type: none"> • Participate in the School’s further training and professional development. • Continue personal development in relevant areas including subject knowledge and teaching methods. • Engage actively in the School’s performance management process.
School Duties	<p>A general contribution to the needs of the EAL department is expected, directed by the Head of EAL, in addition to attendance at meetings and CPD.</p> <p>Contribution to wider school duties will be associated with boarding duties – see above.</p>
Line management duties and responsibilities	N/A

Person Specification

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.

	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"> • CELTA Qualification (or equivalent EAL/ESOL 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"> • Graduate in relevant discipline • Other professional qualifications as relevant to the post 	<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: EAL/ESOL • Experience of working with young people • Experience of assessing student levels in an EAL context 	<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"> • Experience in teaching teenagers in this field • Experience of preparing students for EAL/ESOL exams in KETfs, PETfs, IGCSE ESL, IELTS exams • Experience of supporting EAL/ESOL in the wider school curriculum • Experience of providing pastoral care to young people 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent teaching skills • Excellent communication skills • Able to work well in a team • Highly organised and motivated • Willing to engage fully in the extra-curricular life of the School • Ability to inspire and motivate staff and students of differing abilities and backgrounds • Able and willing 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 • Ability to work at a fast pace and cope efficiently with record keeping other administrative duties as well as teaching • Ability to form positive, professional relationships across a whole-school community 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
<p>Knowledge</p>	<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 • Working knowledge of KS3-5 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Personal competencies and qualities</p>	<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 collaborate on projects, departmentally and whole school • A good sense of humour 	<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
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