

JOB DESCRIPTION

EAL Teacher

Reports to:	Head of EAL
Responsible to:	The Warden
Relates to:	Pupils, other teaching staff, support staff and parents
Contracted hours:	Approximately 10-20 hours per two-week timetable cycle
Contract type:	Permanent, adjustable/variable hours
Salary:	£20 per hour

1. Role Purpose

To assist the Head of English as an Additional Language in providing teaching and learning support to pupils with English as an Additional Language needs.

2. Main Duties and Responsibilities

- To provide one-to-one learning support for pupils with EAL needs.
- To teach and provide learning support in EAL to small groups of pupils.
- To plan and implement lessons, learning interventions and strategies for EAL pupils to support their learning.
- To keep records of pupil need, progress and interventions made.
- To liaise with the Head of EAL on pupil progress and teaching and learning strategies.
- To promote and reward positive learning habits in pupils.
- To support tutors, classroom teachers and HMs with practical measures to support EAL pupils.
- To collaborate with the Learning Support Department.

3. Safeguarding

As a member of the School's teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the school. The School's procedures and policies for child protection and security are published in the Staff Handbook, of which all teachers are able to access a copy on Teams. Training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

4. Other Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.

This job specification is current at the date issued. It will be reviewed from time by the Warden to ensure that it remains current and the School reserves the right to make reasonable changes.

5. Knowledge, Skills, Experience and Personal Attributes

Qualifications

English as an Additional Language teaching qualification (e.g. CELTA)	Essential
A good Honours degree in a relevant subject	Essential

Knowledge and Experience

Safeguarding and the protection of young people	Essential
Experience of teaching English as an Additional Language	Essential
Working in a coeducational environment	Desirable

Abilities and Skills

Outstanding communication skills, with the ability to relate sensitively to pupils, parents and staff	Essential
Excellent organisational and administrative skills	Essential
Excellent IT skills	Essential

Personal Qualities

Commitment to safeguarding children and young people	Essential
Commitment to professional development in EAL	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equality, diversity and inclusion and understanding how this applies to the role	Essential

6. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

7. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service (formerly CRB).

8. Health and Safety

The School is obliged, so far as is reasonably practicable, to provide safe and healthy conditions and systems of work for all employees, which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

9. Holiday

You will not be required to work outside of the School terms. Paid holiday entitlement will be based on the statutory minimum of 5.6 weeks per annum, pro rate to hours and weeks working and will be paid at the end of each term.

10. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward’s School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

11. Probationary period

The appointment is subject to a probationary period of three months.

May 2025