

Job Description: EAL & Literacy Coordinator



Reports to: Assistant Principal
Start date: 01 September 2023
Contract: Fixed Term or Permanent, Full Time or Part Time
Salary: MPS/UPS +TLR2
Hours: 8am to 5pm

The Role

To plan, develop and co-ordinate a range of support that will contribute to the rapid progress of our EAL students and those with low literacy levels across the Academy.

To be responsible for tracking student progress and the implementation of appropriate interventions to ensure that all EAL students and those with literacy levels make excellent progress in line with the Academy's expectation.

Key responsibilities

- To identify students who have English as an additional language, speak a language other than English at home or whose parents speak a language other than English at home
- Having identified these students, to assess their needs and monitor their progress
- To record Literacy levels and monitor provision and language support
- To deliver intervention for those students with low literacy levels as identified by their reading ages
- To meet students on a one-to-one basis to discuss any issues or difficulties they may be encountering
- To develop strategies to assist with language acquisition, in particular one to one support or small withdrawal group support
- To support staff who have EAL students in their class
- To work with the Examinations Officer to establish the level of support available to EAL students for external examinations
- Where appropriate, to work with students who are finding it difficult to access the curriculum by supporting in lessons
- To support the Head of EAL by providing training to staff in supporting EAL students
- To develop short-term induction programmes for newly arrived students and assist with placement of students in the appropriate learning family and sets
- To support groups to develop competence in Literacy alongside other subjects in the curriculum
- To support exam withdrawal groups as required within their specialism.
- To work with pastoral teams, meet with parents and maintain links between home and school and where necessary arrange for translators.

Outcomes and Activities

Teaching and Learning

- Work with the senior leaders and Head of EAL to establish a subject development plan, target setting and review
- Cover small group interventions that motivate, inspire and improve pupil attainment
- Implement and adhere to the Academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- Participate in preparing pupils for external examinations
- Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications
- Keep abreast of any national developments in relation to inclusion practice
- Disseminate information effectively to promote EAL students being effectively supported
- Represent and promote the needs of EAL students at Ark Evelyn Grace Academy

Curriculum setting and assessment

- Set regular, measurable and significant assessments for the students
- Work with the Head of EAL to monitor and assess teaching and learning of SEND and EAL students
- In consultation with the Head of EAL , advise teachers and leadership about the development of EAL strategies.
- In consultation with the Literacy Coordinator, advise teachers and leadership about the development of strategies to support student's reading and writing in lessons
- In conjunction with the Head of EAL, develop, implement, monitor and evaluate the EAL provision across the Academy
- Establish agreement for monitoring and evaluation of student progress
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils.

Academy Culture

- Support the academies values and ethos by contributing to the development and implementation of policies practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop an academy culture and ethos that is utterly committed to achievement
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Carry out other reasonable tasks as directed by the Principal
- To carry out first aid duties, if required
- To undertake fire marshal duties, if required
- To undertake exam invigilation duties, if required
- To undertake morning and afternoon playground duties, if required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. parents' evenings
- Organisation of breakfast club and EAL conversation clubs
- Tutoring for French community languages
- This job description is subject to change with the agreement of the post holder.

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal's approval.

Person Specification: EAL & Literacy Coordinator

Qualification Criteria

- Qualified to degree level and above
- Qualified to work in the UK.

Experience

- Experience of raising attainment for students for whom English is not the first language or whose literacy levels are low
- Experience of implementing behaviour management strategies consistently and effectively
- Experience of supporting students of all ages, particularly those for whom English is not the first language, to make excellent progress and achieve impressive examination outcomes

Behaviours

Leadership

- Effective team worker
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Acts as a role model to staff and students
- Vision aligned with ARK's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

Leading the Curriculum

- Able to establish curriculum development, assessment, coordination and coaching
- Has good communication, planning and organisational skills
- High expectations for accountability and consistency.

Leading the Learning

- Effective and systematic behaviour management, with clear boundaries, sanctions, rewards and praise.

Teaching and Learning

- Outstanding practitioner with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards thinks strategically about classroom practice and tailoring lessons to students needs
- Understands and interprets complex student data to drive lesson planning and student attainment
- Good communication, planning and organisational skills Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

Other

- This post is subject to an enhanced Criminal Records Bureau disclosure
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).