

A note from the Principal.

Dear Candidate,

I am delighted that you are interested in the role of Head of English as an Additional Language at Ark Evelyn Grace Academy, here in the heart of Brixton.

At Ark Evelyn Grace, we believe that education is transformational; that is why what we do matters and why we are always seeking to improve our practice.

I intend for Ark Evelyn Grace to be the school of choice in the local community, whose reputation is centred on great teaching, exemplary behaviour, and unrivalled opportunities beyond the classroom. This will only be achieved through our collective efforts and by exemplary leadership.

We are therefore seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping our students become cleverer and kinder every day. We believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best teachers and resources to help them secure the very best qualifications. Accordingly, we offer a rigorous curriculum and a broad enrichment programme for students at all key stages.

As teachers we know that there is no substitute for hard work and this, above all else, will help our students understand and achieve excellence. We will help each student gain a firm knowledge and understanding so that the passion for their subjects grows and matches that of every one of us.

Schools are not just a place of learning; they are a journey of self-discovery, intellectual enquiry, and growth. That should be as true for every member of staff as it is our students. This role offers the opportunity for real growth and development, especially for an aspiring headteacher, someone able to have impact at a whole school level. We hope that you will be interested in applying for this role.

If you have any questions or would simply like a conversation please contact me at tim.dainty@evelyngraceacademy.org or A.Myers@evelyngraceacademy.org HR Advisor.

Join us in providing excellence for all.

Yours faithfully,



Tim Dainty
Principal

Job Description: Head of English as an Additional Language (EAL)

Reporting to:	Vice Principal
Location:	Brixton, London
Start date:	September 2021
Contract:	Permanent – full time
Salary:	Ark MPS 1-6 or UPS 1-5 (depending on experience) plus TLR 2b for Head of Department duties
Deadline:	Monday 21st June, 9am

The Role

The EAL Department is integrated facility for children who have English as an additional language. As Head of EAL, you will lead, develop and manage the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment. You will promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment. This fulltime teaching position requires a person of high calibre and with experience in addressing the needs of children who require support with English as an additional language and who require support adapting to a new culture.

Key Responsibilities

Leadership and Management

- Lead and develop the department
- Monitor, evaluate and continually improve the quality of planning and teaching in the EAL department
- Manage departmental budget and resources effectively and efficiently
- Lead behaviour management in the department, securing strong routines for learning, consistent with the academy's policy, and liaising with tutors and parents when necessary
- Develop strong partnerships and ensure regular communication with parents and carers
- Write, update and monitor implementation of the EAL policy
- Maintain the school's register and oversee the records on all pupils with EAL needs
- Co-ordinate learning walks to observe support for students with EAL and provide appropriate feedback
- Manage allocation of pupils for timetabling, including 1:1, liaising with Vice Principal regarding assessment data and timetabling requirements
- Record and monitor visits undertaken, EAL Insets, events, links etc. (including the International Evening)
- Promote the department and be the principal advocate for children who require EAL

Improving Teaching & Learning

- Provide a nurturing classroom and school environment that helps students to develop as learners

- Develop EAL students use of English so that they may access the curriculum and make excellent progress
- Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
- Be responsible for tracking student progress across the faculty, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff
- Be accountable for student progress in English as an additional language across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions
- Lead joint practice development across the subject teams, ensuring that outstanding practice is shared with all staff in the faculty and the wider school, and work with other department heads to exploit cross-year and cross-curricular links
- Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the department
- Monitor the identification of and provision for students with individual needs, and develop differentiated learning and teaching methods and schemes of learning
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community
- Liaise with Directors of Learning regarding extractions and reintegration
- Provide admissions support including interviewing, testing prospective children, meeting prospective parents and discussing EAL operations
- Direct teaching, which embraces the individual needs of each child within the context of a small group.
- Carry out ongoing evaluation of effectiveness, reflecting on each pupil's actual and likely progress.
- Ensure teaching and learning are characterised by high expectations

Other

- Actively promote the safety and welfare of our children and young people
- Provide strong levels of pastoral care
- Liaise with external agencies, including agents as necessary
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Head of EAL

Qualification Criteria

- Qualified to teach in the UK
- Qualified to degree level
- Specialist qualification in teaching English as an additional language

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Ability to teach small groups effectively across age and ability range
- It would be advantageous if you were fluent in one of our community languages: Spanish & Portuguese
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful enrichment programmes
- Experience of improving the quality of teaching and learning
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Experience of interpreting complex student data to drive lesson planning and student progress
- Mastery of and enthusiasm for your subject
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.