

Hendon School



Job Description

Post: Head of EAL

Responsible to: SENCO

Salary: MPS/UPS (Outer London) plus TRL 2C

Job Purpose: To provide a holistic oversight and raise standards and to ensure that the educational and wider needs of students with English as an Additional Language within the school are met within the mainstream.

Job Specification

Job Role

- Being the first point of contact for international students for assessment of their level of English and for help with problems of language.
- Teaching EAL to individuals and small groups in to support their learning in mainstream classes.
- Providing professional EAL support to mainstream teaching colleagues dealing with non-first language English speakers to ensure that individual international students are engaging with the subject content and making good progress.
- Co-ordinating and providing in-class support across all subject areas where required.
- Liaising with the Heads of Faculties and other senior managers to ensure that the needs of international students are being met within the curriculum.
- Line managing other members of staff who teach within the EAL Department.
- Being available in the EAL department to provide drop-in support for students needing help with academic work and/or other concerns.
- Complete monitoring of the department in order to inform future development planning.
- Be aware of developments in EAL practice.
- Attend all key meetings and take part in the wider school life.

Standards and quality assurance

- Support the aims and ethos of the school.
- Promote the Hendon School values as presented in our code of conduct.
- Uphold the school's behaviour code and uniform regulations.
- Develop positive links with neighbouring schools and external agencies
- Participate in staff training.
- Attend team and staff meetings.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances and other events.

Teaching:

All teachers are expected to abide by the Professional Standards for Qualified Teacher Status when undertaking their role as a classroom teacher.