



JOB DESCRIPTION

JOB TITLE:	EAL Co-ordinator
REPORTS TO:	Head of English & Head of MFL
<u>MAIN PURPOSE:</u> <ol style="list-style-type: none">1. To support children who have EAL to access the curriculum and make suitable progress2. To support teachers with strategies and knowledge for teaching EAL children.3. To keep abreast of resources and developments in EAL on a national level.4. To ensure that school complies with appropriate regulations for teaching and supporting EAL children as per our EAL policy.5. To contribute to the monitoring of progress for EAL children.6. To liaise with the Admissions Department, SENDCo and other colleagues and parents on the identification of children with EAL needs and the level of support needed.	
<u>ACCOUNTABILITIES:</u> <ol style="list-style-type: none">1. To identify all EAL children within the school and keep an up to date register of them.2. To develop knowledge and keep abreast of current strategies and resources for teaching and supporting EAL pupils.3. To keep up to date with developments in EAL and ensure they are reflected in school policy and practice.4. To keep abreast of EAL regulations and disseminate this to the rest of the staff. To ensure that the school remains compliant with such regulations.5. To draft and maintain a policy on the school's approach to EAL and to identify the level of support required for each child.6. To contribute to the assessment of children on entry and whilst at the school to assess and review their standard of English and level of support needed.7. To promote the provision of EAL internally and externally, liaising with colleagues, parents and external agencies where necessary.8. To provide advice, guidance and training to other teachers on working with and supporting EAL children and their needs and identify appropriate interventions where needed.9. To monitor the progress and success of EAL children across the curriculum.10. To develop and maintain links with parents to meet the needs of EAL pupils and ensure their educational achievement and personal development are maximised.11. Liaise with the Assistant Head Data & Assessment to ensure appropriate exam adjustments for EAL children are in place.	

SUCCESS CRITERIA:

1. All EAL children are identified and staff made aware of their needs.
2. An up to date list of EAL children is kept
3. EAL children are well supported and make suitable progress with their academic studies.
4. All teachers understand the challenges of teaching EAL children and are able to modify their teaching and planning accordingly to support them appropriately.

Signed:.....
(EAL Co-ordinator)

Date:.....

Signed:.....
(Gareth Davies – Headmaster)

Date:.....