

Godstowe

Job Description

Head of English as an Additional Language

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

The Head of EAL is expected to be a committed and enthusiastic teacher of English as an additional language, able to inspire pupils from a variety of cultural and geographic backgrounds. They must be able to communicate well with pupils, parents and staff and have good organisational skills. The position requires commitment to supporting all aspects of Boarding School life.

Specific Head of Department responsibilities are described below.

Management

The Head of EAL reports to the Assistant Deputy Head Academic and to the Deputy Head – Pupils who report directly to the Headmistress. The Head of EAL works closely with the Assistant Deputy Head academic, the Head of Boarding and all academic and pastoral staff in the school. As Department Head, the Head of EAL liaises regularly with the Finance Director and the non-teaching staff of the School.

Duties and Responsibilities

1. Teaching EAL and Other Subjects:

- To prepare and give group and individual lessons in accordance with the programme of study that meets the requirements of individual students. This requires knowledge of the National Curriculum, the Common Entrance curriculum and the syllabus of recognised EAL examinations.
- To mark and assess pupils' work promptly and appropriately using the guidelines of the School and Department marking policies.
- To ensure that pupils produce, present and preserve their work in the most appropriate manner.
- To encourage and stimulate pupils to achieve the highest standards according to their ability by using differing methods and resources.
- To inform the Headmistress and other appropriate persons where a pupil is experiencing learning or other difficulties.
- To identify and support pupils who are specially gifted or who are in need of learning support and to liaise with the special needs co-ordinator.
- To enable pupils to gain a broad educational base by working across the curriculum where possible.
- To monitor and record the progress of each pupil.
- To offer guidance and advice to pupils and parents and to take appropriate action after consultation with senior members of staff.

2. Responsibilities as Academic Head of Department:

- To lead and inspire any other EAL teachers in the department. This includes co-ordination of teaching content and material, ensuring that all lessons delivered by the department reach the aspired level of excellence.
- To timetable lessons for EAL pupils in consultation with the Assistant Deputy Head Academic and Heads of Upper and Lower School, taking into consideration the availability of part-time members of the EAL Department.
- To liaise with members of Senior Leadership Team to allocate appropriate staff and resources to the Department.
- To contribute to the appraisal of members of the EAL Department and offer advice and suggestions to the Deputy Heads on staff development.
- Head of Department responsibility spans across the entire School, Pre-Prep as well as Prep. Where the focus will often be with EAL pupils of the older year groups, adequate advice and attention needs to be paid to the requirements of EAL pupils in the Pre-Prep and younger year groups.

3. Liaison with Parents, Guardians and the Admissions Team

- To work closely with the Admissions Team in respect of the selection of overseas pupils for entry to Godstowe. This includes advising parents, either directly or via the Director of Admissions, on suitable preparation for entry to Godstowe prior to the enrolment and arrival of a pupil.
- To set, supervise and mark suitable tests to assess prospective or new pupils' level of English and devise draft and further detailed programmes of study, enabling the pupil to gradually access the full curriculum at Godstowe.
- To assist parents and guardians with queries in relation to a pupil's ability in English, contributing to the selection of language studies (EAL and MFL choices) and also answer their related queries in relation to senior school choices.
- To recommend programmes of study for pupils during school holidays and non-school hours, to aid their continued progress in EAL whilst ensuring pupils also take breaks in line with pastoral care policy.

4. EAL Examinations

- To set, invigilate and mark appropriate in-house examinations for EAL pupils in line with department policy and in consultation with Deputy Heads and Heads of School.
- To manage the process of enrolling pupils for Cambridge PET and FCE examinations, in consultation with SMT and in line with parents' agreement and in the best interests of the EAL pupils' continued progress and pastoral care.
- To provide practical assistance with the Cambridge examinations. To ensure pupils are accompanied to examination centres and are well supported in their approach to examination periods, as well as at the time when examination results are communicated.

5. The Financial Aspect of Running the EAL Department

- To meet with the Head and the Finance Director to understand the financial objectives of the School in relation to the EAL Department.
- To prepare an annual budget for the Department and liaise regularly with the Finance Department to ensure income and expenditure are in line with projections.
- To prepare financial information regularly for both parents/guardians as well as the Finance Department in relation to each pupil, ensuring that the cost of suggested lessons to be given to the pupil will be agreed with and covered by parents' additional EAL payments.
- To work with the Finance Department (Sales Ledger) to ensure that parents are billed for the correct level of EAL fees at the end of each term.

6. Management of the EAL Department

- To ensure that the Department is adequately resourced in terms of equipment, I.T., books and other teaching resources.
- To progress and update teaching materials, in line with best practice EAL teaching.
- To ensure that the Department presents as an efficient, modern centre of excellence.
- To produce and update a forward-looking plan for the Department, informing the Head and Senior Leadership Team about future aspirations in relation to the development of EAL teaching and the allocation of resources.

7. Contributions to the School generally

- As a member of the teaching staff, the Head of EAL will assume duties and responsibilities as assigned by the Head and the Deputy Heads, and as outlined in the Staff Handbook. This includes duties, contributing to the Enrichment Curriculum and supervision of pupils at break times.
- Depending on the resourcing requirements of the School, the Head of EAL may at times be given the responsibility of Form Teacher. Details in relation to this are described in the Staff Handbook.
- The Head of EAL will participate in and contribute to all staff meetings, briefings and undertake all training, as directed by the Head and Deputy Heads.
- Availability for cover lessons across the School day.

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

November 2024