



Wychwood School

JOB DESCRIPTION

Part-Time Teacher of English as an Additional Language – Individual and Group Lessons

Nature of the post: The EAL teacher will be expected to develop and deliver courses targeted for the girl or group of girls s/he is teaching. Groups are expected to range from 1 to 3 people. In some cases the girls will require intensive English language tuition over a short term period (1 to 2 terms) so that her language ability is raised to the required standard to enable her to take part effectively in normal lessons. In other cases subject-specific courses are required in subject which require a great deal of specialised vocabulary e.g. the sciences. The EAL teacher is expected to attend English departmental meetings.

These lessons are charged to parents and parents are expected to give one term's notice before they are terminated. The rate of payment and charging will depend on the experience of the teacher concerned and will differ depending on whether the girl is individually taught or taught in a group.

The rate of payment will usually be less than the rate of charging to account for the school's overheads.

Responsible to: The teacher i/c of EAL, the SENDCo and The Headmistress

Context

Wychwood is a small, academically strong and pastorally outstanding day and boarding school for girls in the centre of North Oxford. Girls take GCSE, IGSCE, AS and A2 Levels, and the EPQ qualifications. Public examination invigilation is undertaken by external invigilators. All teachers are required to take part in school duties as required in a boarding school. They are also usually required to play a part in the form teacher and progress tutor teams.

The role requires exceptional communication, interpersonal and organisational skills, empathy, sympathy, flexibility, attention to detail, the ability to inspire pupils and a co-operative and supportive attitude to colleagues.

Person Specification:

The part-time EAL teacher will

- have an Honours degree in a subject related to this post.
- have a BEd, Dip Ed, PGCE or QTS.
- demonstrate and instil enthusiasm and interest in EAL promoting it throughout the school and encouraging girls to utilise and extend their knowledge and skills.
- demonstrate strong knowledge and understanding of the concepts and skills of their subject
- have teaching experience in a secondary school or be a well-qualified QTS teacher;
- have experience of working in a team and on your own;
- be familiar with normal school requirements such as forward planning, record keeping, report writing, parents' evenings, lesson planning etc.

Personal Qualities required:

The part-time EAL teacher will be expected to

- be a good team player;

- have a good work ethic;
- be in possession of a well-developed sense of humour;
- be respectful of and to acknowledge the Christian ethos and heritage of the school;
- be committed to the academic and pastoral ethos of the school;
- be committed to upholding all Health and Safety regulations in force.
- be committed to promoting Wychwood School positively by attendance at Open Mornings and Evenings and supporting whole-school, extra-curricular and outreach events.

Skills and attributes:

The part-time EAL teacher should

- be rigorous and professional in their approach;
- abide by the Wychwood staff code of conduct which may be revised from time to time;
- understand and act upon the need for constant, accurate communication between staff in school, the SENDCo, the EAL department and to parents so that the girls receive the highest quality, targeted support where necessary;
- be able to relate well to teenage girls, and you should like them;
- be able to relate to colleagues, both as part of a team and in areas of training and responsibility;
- be able to manage time well so that pressure points such as report writing or examinations are managed effectively;
- be prepared to take advice and to try out new things, and also be able to question;
- enjoy the subject and your work;
- demonstrate and instil enthusiasm and interest;

Professional Responsibilities:

The part-time EAL teacher should

- attend INSET and other training courses as required e.g. preparation for inspections and personal professional development.
- attend staff meetings and read the minutes.
- attend parents' meetings for those pupils taught and those meetings where information is required by parents for the next stage of education.
- share cover for absent colleagues *pro rata*.
- observe all Health and Safety requirements in order to maintain a safe environment.
- prepared to share in the First Aid cover for the school after appropriate training;
- be involved in the extra-curricular life of the school.
- maintain close involvement with the life of the school.
- ensure appropriate standards of behaviour of the students in their care at all times.
- attend faculty meetings regularly and to undertake any tasks reasonably required by the Head of Department and the teacher i/c of EAL. .
- undertake any other task reasonably requested by the Headmistress.

Academic Responsibilities:

- To promote a love and appreciation of English and EAL as an academic discipline.
- To ensure pupils have an appreciation of the value and wonder inherent in the English language.
- To explain how EAL can contribute to possible career paths;
- To plan, teach, assess and evaluate lessons in EAL in accordance with the requirements of the appropriate specifications, both EQAL and in support of other specifications used by the school.
- To produce, maintain and update schemes of work appropriate to each year group and Key Stage;
- To familiarise themselves with schemes of work and examination specifications for girls they support, liaise with the staff teaching these specifications to identify the critical areas requiring support and act upon the needs identified.

- To ensure thorough assessment of students' progress including the marking of preparation constructively, the giving of positive and supportive feedback and the setting and marking of regular tests and examinations.
- To maintain up-to-date knowledge of developments in education especially in EAL.
- To select and use appropriate and varied resources, equipment and techniques.
- To set and mark regular written assignments; to keep detailed mark sheets and pupil records.
- To ensure thorough assessment of students' progress including the marking of preparation constructively, the giving of positive and supportive feedback and the setting and marking of regular tests and examinations
- To draw up schemes of work, evaluating and amending them in the light of experience.
- To produce written course information where it is required.
- To encourage pupils to monitor their own progress, whether by individual tutorials or written self-assessment.
- To ensure that school assessments and examinations are reviewed after each examination session to help girls identify and eradicate errors in knowledge, practice or examination technique.
- To promote active and independent learning by methods specific to the girl in question to encompass Habits of Mind.
- To model and encourage the use of a variety of study skills, revision techniques and learning approaches to maximise a pupil's performance.
- To apply the recommendations of IEPs.
- To report termly to parents in writing, completing them by the published deadlines. The reports should be positive, summative and formative.
- To produce written reports for staff on progress on a timely and termly basis.
- To mark and comment on entry papers in a timely and professional manner where appropriate.
- To organise and lead trips to fulfil public examination requirements and in other year groups to promote interest in EAL.
- To organise and lead pupils' educational visits or attendance at conferences where appropriate.
- To liaise with other teachers and progress tutors about the pupils' progress.