



Westbourne  
House School  
CHICHESTER

## **JOB DESCRIPTION**

### **EAL TEACHER**

**Responsible for:** Small group and individual teaching. With appropriate assessment, and record keeping, reporting on pupil progress, awareness of school arrangements, discharge of duties and maintaining school standards at all time.

**Consulting with:** All colleagues

**Reporting to:** Head of Individual Needs

#### **Responsibilities of Position:**

- To ensure that lessons are well prepared, efficiently resourced and appropriate to the ability level of the pupils.
- Be willing to work with any child from Nursery through to Y8, who has been identified as needing EAL lessons or assessment for EAL.
- Using the existing English Proficiency online assessment alongside other tools and professional experience, assess the learning, social, behavioural and emotional needs of pupils identified as requiring EAL support in our school.
- Design and deliver individualised programmes of study for individuals identified as EAL pupils based on the Bell Foundation framework.
- Work with individuals, leading their individual programmes, supporting classwork and Prep and teaching good study habits.
- Establish a good working relationship with the pupils in their care to encourage the development of independent learning and greater self-esteem.
- Report to, and liaise with the class teachers, subject staff and outside agencies (as applicable) regarding targets, perceived needs, useful support strategies and progress, as well as parents and pupils as appropriate.
- Advise and assist with the production of differentiated materials.
- Keeping records of provision and details of individual programmes; at present this is a continuum from the Bell Framework for each child who has specific support. Discuss and evaluate the provision on an annual basis, obtaining staff, parental and pupil's views on progress.
- Monitor the progress of pupils using standardised testing.
- Provide staff with a summary of recommendations and strategies to use in the classroom.
- Attend regular departmental meetings.
- To work enthusiastically with the team, engendering a collaborative environment.
- To make appropriate contributions to case meetings, and written reports.
- Keep abreast of developments within the field.

May 2024

To be reviewed annually

**Generic:**

- Attend all statutory training that is required to work within a School.
- Be sympathetic to the school's aims and ethos.
- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.
- Take part in the school appraisal system.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

**Safeguarding**

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.