



JOB DESCRIPTION

POSITION: Specialist EAL Tutor

JOB OVERVIEW

Summary of role

The Specialist EAL Tutor will plan, prepare and deliver one to one tuition to pupils for whom English is an Additional Language.

Reports to: Head of Learning Support

Reports in: N/A

KEY TASKS	Teaching and Learning
	<ul style="list-style-type: none">• To carry out diagnostic assessments in order to identify appropriate targets.• To plan, prepare and deliver high quality EAL teaching, tailored to meet the needs of individual pupils.• To carry out continuous assessment of pupils' progress.• To use the school's SEND system (Provision Map) to record, monitor and review individual pupils' progress.
	Communication with Stakeholders
	To communicate with parents in a professional manner, providing information on their children's progress and engagement and keeping them informed of pupils' targets.
	Staff Support
	To provide school staff with appropriate guidance on supporting pupils' language development within their classroom teaching.

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> CELTA 	<ul style="list-style-type: none"> <input type="checkbox"/> Qualified Teacher Status
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Experience teaching individuals or small groups. <input type="checkbox"/> Experience of planning and delivering English tuition to non-native learners. <input type="checkbox"/> Experience of working with children and young people. 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of working in schools <input type="checkbox"/> Experience of teaching languages in a classroom situation
Knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Clear knowledge and understanding of safeguarding procedures (KCSIE) <input type="checkbox"/> Knowledge of appropriate teaching methods 	<ul style="list-style-type: none"> <input type="checkbox"/> Understanding of best practice for supporting EAL learners in mainstream classes
Skills and Attributes	<ul style="list-style-type: none"> <input type="checkbox"/> ICT skills of a sufficient level to enable appropriate use of the school's SEND and safeguarding systems. 	<ul style="list-style-type: none"> <input type="checkbox"/>
Personal Qualities	<ul style="list-style-type: none"> <input type="checkbox"/> Be an effective team player that works collaboratively and effectively with others <input type="checkbox"/> Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide range of audiences <input type="checkbox"/> Support, motivate and inspire both colleagues and pupils by leading through example <input type="checkbox"/> Suitability to work with children <input type="checkbox"/> Confidence, warmth, sensitivity, reliability and enthusiasm 	
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of sex, race, age, disability, and religion or belief.</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> safeguarding and child protection equalities <input type="checkbox"/> promoting the school's vision, values and ethos <input type="checkbox"/> contributing to a high quality, stimulating learning environment <input type="checkbox"/> relating positively to and showing respect for all members of the school and wider community <input type="checkbox"/> ongoing relevant professional self-development 	

<p>I have read and understood the responsibilities for the position of EAL Tutor. I am aware that the Job Description is subject to change accordance with the needs of the business.</p>			
Name:			
Signed:		Date:	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).