



Oak Academy

JOB DESCRIPTION

NAME:

POST:

EAL Lead

GRADE:

5 (SCP 10-15)

Relationships

The post holder is accountable to the Vice Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

To play an integral role in the day-to-day running and maintenance of the EAL framework. To support EAL pupils in their process through the initial year of entry into the academy. To run support and intervention sessions for EAL pupils.

Main duties & responsibilities

- To develop and implement strategies to support EAL students in the classroom and beyond.
- To work with teachers to create differentiated lesson plans and assessment strategies for EAL students both individually and through CPD opportunities and full staff briefings.
- To monitor EAL students' academic progress and provide regular feedback to teachers and parents.
- To coordinate and deliver targeted intervention programs for EAL students who require additional support.
- To provide training and support to teachers and support staff on best practices for working with EAL students.
- To keep up to date with current research and best practices in the field of EAL education.

- To liaise with parents and external agencies to support EAL students' social and emotional wellbeing.
- To ensure the day-to-day running and maintenance of the EAL Framework.
- Monitor and evaluate the effectiveness of the EAL framework and make recommendations for improvement.
- Maintain accurate records of EAL students' progress and interventions.
- To coordinate the delivery of EAL support across the academy.
- To deliver the functional skills and language GCSE's for EAL pupils.
- To assist EAL pupils by the creation of resources and ensure these are actively distributed and employed across the academy to enable effective teaching.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.
This post is exempt from the Rehabilitation of Offenders Act 1974.**