

<b>LOCATION</b>	Beijing, China
<b>JOB TITLE</b>	<b>Head of EAL (English as an Additional Language)</b>
<b>JOB PURPOSE</b>	To implement and deliver the EAL Curriculum, according to the age, aptitude and abilities of the pupils being taught and to manage EAL the department.
<b>REPORTING TO</b>	Deputy Head
<b>DIRECT REPORTS</b>	EAL teachers
<b>OTHER KEY RELATIONSHIPS</b>	Students; Parents; Class teachers/tutors
<b>PACKAGE</b>	Competitive salary dependent upon years of experience and qualifications
<b>KEY RESULT AREAS</b>	
<ul style="list-style-type: none"> <li>▪ <b>Teaching and learning</b></li> <li>▪ To lead the EAL team and ensure excellent communication between the EAL department and across year groups;</li> <li>▪ To plan, prepare and deliver schemes of work in accordance with the EAL programs (extraction and in-class) set out by the curriculum and the school;</li> <li>▪ To plan and deliver effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;</li> <li>▪ To positively target and support individual learning needs;</li> <li>▪ To maintain high levels of behaviour and discipline;</li> <li>▪ To use modern technology to enhance learning opportunities</li> <li>▪ To work cooperatively with mainstream curriculum teachers to plan and deliver support to EAL and other students within the mainstream;</li> <li>▪ To maintain a working knowledge of the EAL Curriculum;</li> <li>▪ To maintain records of pupils' progress including: <ul style="list-style-type: none"> <li>– To write reports to parents as and when required and conduct termly interviews with parents to discuss and explain their child's performance and progress in school;</li> <li>– To monitor and record students' learning to ensure they remain on track to achieve challenging targets;</li> <li>– Report on progress to Deputy Head and other appropriate stakeholders;</li> <li>– To make effective use of formative and summative assessment to plan challenging learning opportunities for all students;</li> <li>– To effectively use homework and other extra-curricular learning opportunities;</li> </ul> </li> <li>▪ To provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning in line with the school's display policy;</li> <li>▪ To monitor progress and effectiveness of lessons and to evaluate and modify as necessary;</li> <li>▪ To promote the use of English language within the school and at break times so that English becomes the accepted language of choice for all students.</li> </ul>	

**Pastoral**

- To establish a purposeful and safe learning environment for all students;
- To be aware of the physical and emotional well-being of pupils and the need to respond to particular situations;
- To liaise with other agencies e.g. school nurse, SEN Co, educational psychologist as required.
- To contribute to the preparation of action plans and other support mechanisms;
- To alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- To communicate effectively with parents of students, liaising with other staff as appropriate;
- To contribute to PSHE according to school policy.

**Administrative/additional duties to understand and implement:**

- Regulations and correct procedures:
- Emergency and evacuation procedures;
- Health and Safety policies;
- Safeguarding and Child Protection policy;
- All curriculum or organizational policies or agreed procedures;
- To conduct standardized or other tests when required and document pupils performance;
- To attend and participate in weekly staff meetings and also on other occasions when required e.g. team planning meetings, support the decisions taken at those meetings, and respect the confidentiality of the matters discussed;
- To attend and participate in training days;
- To supervise playtimes, lunchtimes and provide ASAs as required;
- To register students and take on responsibilities of a form tutor as required;
- To supervise after school matches or concerts when required;
- To supervise pupils in assemblies and lead a class assembly as required;
- To supervise and lead: Teaching Assistants, Students, Voluntary Helper;
- To supervise and lead: EAL teachers. To plan an effective timetable utilizing the resources available to the department. Timetable to provide a mixture of EAL lessons, in class support and booster lessons.
- To assist the Admissions department with potential new student initial EAL assessment.
- To liaise with colleagues enabling smooth transfers of children within school and to/from others.

**Extra-Curricular Activities**

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning or pastoral initiatives during term.

**Personal Development**

- To take a proactive approach towards continuous professional development;
- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;

- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact and share outcomes with colleagues.

**Other**

- To manage effective personal development as part of the company's commitment to invest in staff as the key resource in the organisation.
- To meet statutory responsibilities and company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
- To promote and adhere to the stated Mission and Core Values of the British School of Beijing. Our mission is to inspire a lifelong love of learning amongst our students.
- To act as a role model in promoting our core values of responsibility, integrity, respect and commitment.
- To do everything possible to ensure that our students leave us as confident global citizens able to enter secondary school and make a positive contribution in the wider world.
- Any other appropriate duties as allocated by the Principal.

**Note**

- This job description describes in general terms the normal duties, which the post-holder will be expected to undertake. However, the job or duties described are subject to change and may vary or be amended from time to time without changing the level of responsibility associated with the post.

- Duties may be modified by the Principal to reflect or anticipate changes in the job, commensurate with the job title.

## PERSON SPECIFICATIONS

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<b>Qualifications/Training</b>	
▪ Bachelors Degree or Higher	Essential
▪ EAL teaching qualification (CELTA or equivalent, or higher)	Essential
▪ Qualified Teacher Status	Desirable
<b>Experience</b>	
▪ A minimum of 2 years of work experience since graduating	Essential
▪ Experience in and knowledge of teaching appropriate age range (e.g. EYFS, KS1, KS2).	Essential
▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
▪ Working in partnership with parents, teachers and other staff	Essential
▪ Experience of being part of a highly successful department and school	Desirable
▪ Experience of delivering a UK National Curriculum and/or the IB Diploma	Desirable
<b>Skills</b>	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
▪ Confident global citizen or a willingness to become one	Desirable
▪ Understand the complex and demanding environment of an international school community	Desirable
▪ Ability to manage EAL team	Essential
<b>Other conditions</b>	
• Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
• Compliance with visa requirements for working in China	Essential