



ST EDMUND'S COLLEGE & PREP SCHOOL

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Teacher of EAL - Full-time
Introduction	There are approximately 100 students from overseas, aged 11 to 19 years, from about 20 different countries and usually 50% of these receive teaching and/or support from the International Department.
Summary of the role:	The Teacher of EAL will have a clear understanding of the linguistic requirements of the secondary school curriculum and will be able to adapt to the linguistic needs and learning requirements of the students in particular Academic English and B1-C1 Level and the needs of A Level pupils. Some of the timetabled hours may be allocated outside the school day, to accommodate the learning needs of our International students. However, the timetable will take this into account.
Main duties and responsibilities:	<ul style="list-style-type: none"> ● Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. ● Teaching English as an Additional Language to Years 7-13 ● Prepare students for KET/PET/FCE/CAE/IGCSE ESL and IELTS ● Assessment of students' language proficiency ● Maintaining a central record of student progress ● Planning and amending appropriate schemes of work ● Reporting on student progress ● Teaching Reading and Literature to Years 7 – 11 ● Supporting students in academic writing ● Supporting students in preparing for university ● Managing educational resources ● Pastorally supporting international students ● Supporting and advising staff about second language users ● Attending parents evenings ● Attending functions and visits as required ● Any other duties consistent with work in the department <p>You will be a member of the St Edmund's College teaching team and may be required to have a tutor group.</p>
Line management duties and responsibilities	<ul style="list-style-type: none"> ● You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and Head of Department. ● Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We may take up references, before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.