



Haileybury Almaty

# Head of EAL

## Job Description

### I. Job Information

Job Title:	Head of EAL
Department:	Whole School EAL
Line Manager's Job Title:	Senior School Deputy Head Academic & Head of Junior School

### II. Job Specification

To ensure that EAL provision at Haileybury Almaty is of the highest quality and has the maximum impact for all pupils by:

- providing strategic leadership and planning for the future development of EAL provision within the school
- provide support and guidance to pupils, by removing language barriers to learning in order to promote effective participation, raise aspirations and achieve full potential
- work with all Haileybury Almaty staff to promote the development, implementation and evaluation of teaching and learning strategies to maximise student outcomes in English

Haileybury Almaty is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment

Key areas of accountability	Main duties & responsibilities
<b>General</b>	<ul style="list-style-type: none"> <li>• To provide strategic leadership vision and planning for the school to ensure the highest standards of EAL provision for the pupils</li> <li>• Develop EAL to be an example of excellence to others within and beyond the school</li> <li>• To prepare an annual Development Plan and EAL budget submission.</li> <li>• Publish and regularly review the EAL policy and procedures document, strategic planning documents, promoting English development through parental workshops, social media and other marketing tools available.</li> <li>• Ensure the effective deployment of the EAL departmental staff in supporting English Language proficiency and development, both in the classroom and through small group intervention work across the whole school</li> </ul>

- Initiate, lead and document department meetings
- Liaise with subject/phase leaders to support EAL students across the schools and promote the highest standards of teaching and learning including the creation of a stimulating language environment
- Guide and assist relevant staff in their communication with parents, colleagues and the wider community with regard to the school's EAL support programmes, procedures and practices
- To work with the Head of JS and Deputy Head Academic to ensure clear transition and support protocols for EAL pupils at the key transition stages of the school.
- Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of Haileybury Almaty

#### Teaching and Learning

- To ensure EAL monitoring system for all pupils allow the assessment and review of pupil progress in line with current school academic tracking systems.
- Coordinate and lead the assessment and monitoring of students' level of English proficiency.
- Collect and interpret assessment data for pupils with EAL development needs and provide analysis data on their progress and attainment
- Set targets for raising achievement among all pupils and those with EAL development needs
- To review, develop and oversee the regular EAL feedback information systems (e.g. reports) for parents.

#### Professional Developments

- Lead EAL CPD for EAL staff and whole school staff, putting forward recommendations for relevant training.
- Participate in the school's appraisal and CPD programmes..
- Lead the school's appraisal processes for members of the department.
- Nurture a culture of team collaboration within the department.
- Induct new teachers in the department and provide professional support for all EAL departmental members.
- Attend and participate in network meetings with other professionals to enhance practice and to keep up to date with local and international initiatives related to EAL



<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in the annual Professional Performance Review.</li> <li>• Participate in school-wide CPD initiatives.</li> <li>• Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications.</li> <li>• Seek advice from line managers with regard to professional development and career paths.</li> <li>• Take full responsibility for areas that may be reviewed in a full school audit.</li> </ul>
<b>Child protection, Safeguarding and Health &amp; Safety</b>	<p>Everyone who works at Haileybury Almaty has the responsibility for promoting the safeguarding and welfare of children.</p> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>• Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorized school activities elsewhere.</li> <li>• Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required.</li> <li>• Report all causes for concern to the Designated Senior Lead.</li> <li>• Provide thorough risk assessments as required prior to activities and trips.</li> </ul>

### III. Relationships

#### Key Relationships:

Heads of School and their SLT teams, External agencies, Finance and HR Departments, Parents, Governors, other educational providers as required

### IV. Person Specification

	Essential	Desirable
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Be a role model for Haileybury Almaty staff Code of Conduct.</li> <li>• Be highly motivated, ambitious and collaborative.</li> <li>• Have high levels of honesty and integrity in aspects of their role.</li> <li>• Demonstrate empathy, humility and genuinely care about staff, taking the time to listen and motivate them.</li> <li>• Committed to safeguarding and to promoting the welfare of children and young people.</li> <li>• Ensure a secure, stimulating and well managed learning environment that promotes a sense of safety, support and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>• Have an appreciation of their own culture as well as openness to the perspectives and beliefs of people from different countries, cultures, religions and languages.</li> <li>• Recognise the importance of developing our students to be ethical global citizens.</li> </ul>

<p><b>Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Excellent organisational and interpersonal skills.</li> <li>• Excellent communication skills.</li> <li>• Outstanding knowledge of EAL</li> <li>• Teaching and Learning within each Key Stage including in depth knowledge of the Haileybury Almaty Curriculum.</li> <li>• Excellent understanding of the EAL age-related development of students in all phases</li> <li>• and the ability to relate well to a wide range of people.</li> <li>• Proven ability to differentiate teaching to meet learners' needs.</li> <li>• Ability to manage a team.</li> <li>• Ability to show strategic leadership in line with the school improvement plan</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of specific programmes that support EAL Teaching and Learning and Leadership and Service.</li> <li>• Inspirational leadership skills to support and motivate team members</li> <li>• Proven ability to improve learning outcomes of all students particularly EAL pupils</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• At least 4 years teaching experience, preferably in a British and /or an international school.</li> <li>• Experience of leading or coordinating teams in relation to curriculum or pastoral matters.</li> <li>• contributing to the life of the school community.</li> </ul>	<p>Experience of monitoring set targets in a specified action plan to evaluate and ensure progress. Working with the community.</p>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status and evidence of relevant in-service training.</li> </ul>	<p>Coaching skills in various sporting areas</p>

