



## JOB DESCRIPTION

<b>Job Title:</b>	Teacher of EAL	<b>Department:</b>	EAL
<b>Hours of Work:</b>	Full time		
<b>Responsible To:</b>	Head of EAL	<b>Responsible For:</b>	N/A

### Summary of Role:

Woldingham School is seeking a dynamic and well-qualified teacher of EAL to join this excellent department.

The Teacher of EAL is responsible for delivering high-quality English language instruction to international students across a range of proficiency levels (CEFR A2–C1). The post holder will teach small groups of students and provide individual language support where necessary, preparing students for academic success within the school and for external ESOL Cambridge examinations.

Approximately 50 students are currently on the EAL register. Students represent a range of nationalities and linguistic backgrounds and typically Woldingham School welcomes students from Spain, Mexico, China, Russia, Thailand and other European countries.

The EAL provision plays a central role in supporting students' academic progress and integration into school life.

### Specific Responsibilities:

1. To teach classes as allocated by the Head of Department.
2. To plan and prepare schemes of work and lessons thoroughly, according to department and school policies.
3. To prepare relevant classes for public examinations at GCSE and A Level, according to the specifications above.
4. To manage pupils' behaviour and promote a working atmosphere in lessons by following department and school policy.
5. To set, mark and assess work, record assessments and write reports according to department and school schedules and policies.
6. To write and mark examination/test papers as directed and prepare mark schemes when necessary.
7. To support the department's work by contributing to initiatives and taking on responsibilities which are reasonably allocated by the Head of Department.
8. To contribute to the co-curricular programme.
9. To undertake supervisory duties.
10. To undertake the duties of a form tutor (Monday to Friday)

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• A well-qualified and experienced graduate with a relevant degree.</li> <li>• A recognised TESOL / TEFL qualification (e.g. CELTA, DELTA, or equivalent).</li> <li>• Experience teaching EAL across a range of levels (A2–C1).</li> <li>• Experience preparing students for Cambridge ESOL examinations (e.g. PET, B1 First).</li> <li>• Ability to differentiate effectively for mixed-ability language learners.</li> <li>• Clear understanding of second language acquisition principles.</li> <li>• Excellent subject knowledge and a commitment to communicate enthusiasm for the subject through dynamic teaching.</li> <li>• To contribute to the co-curricular programme.</li> <li>• Fluent and accurate written and spoken English.</li> <li>• Excellent ICT Skills.</li> </ul>	<ul style="list-style-type: none"> <li>• A qualified teacher or an ECT.</li> <li>• Ability to teach a second subject will be an advantage.</li> <li>• Experience teaching in a secondary or independent school setting (desirable).</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• A good communicator who is able to inspire an interest in the subject.</li> <li>• An ability to engage warmly and professionally with students.</li> <li>• Sensitivity to cultural diversity and international perspectives.</li> <li>• A calm and confident presence in the classroom.</li> <li>• Excellent organisational skills.</li> <li>• The ability to work as part of a team in a busy department.</li> <li>• A willingness to be generous with time committed to school, recognising that ours is a school that never closes during term time and the work continues after the final bell of the day has rung.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	

Safeguarding and Pastoral	
<ul style="list-style-type: none"><li>• Committed to safeguarding and promoting the welfare of children and young people.</li><li>• A satisfactory Enhanced Disclosure from the DBS.</li></ul>	