



Appointment of EAL Co-ordinator

37 hours per week, Permanent

Term time plus 5 training days

Grade N6: Actual Salary £22,611 to £24,943 pa required September 2022

Closing Date: 1 July 2022



Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU, Telephone: 0191 214 2200.

Email: human.resources@kenton.newcastle.sch.uk



Introduction from the Principal

Thank you for your interest in the above post. I have pleasure in enclosing further job details and an application form for your information and completion.

Kenton School is at the cutting edge of modern education. With just over 1800 students, we are amongst the largest schools in the North East. However, despite our size we pride ourselves on retaining a family atmosphere and in ensuring that we cater for the needs of all our students, recognising their special gifts or talents.

An exciting opportunity has arisen within our Learning Support Team for a team leader to co-ordinate and provide support to students where English is an additional language to ensure educational, social, emotional, spiritual, cultural and welfare needs are met and to support integration into the school and wider community.

Candidates must possess a high level of English oral and written communication skills combined with excellent interpersonal skills to engage with students, their parents/carers and the local community to ensure Kenton School is a school of choice for EAL families. Candidates must also possess an understanding and empathy of issues affecting EAL students and their families. Previous experience working with secondary school students is essential.

In return Kenton School offers fantastic developmental possibilities due to its success, size, facilities and a forward thinking management and staff working together to offer the best available chances for our students.

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete and return your application form by post or by email to human.resources@kenton.newcastle.sch.uk no later than 12.00 Noon on 1 July 2022.

We look forward to receiving your application.

Yours sincerely



Sarah Holmes-Carne
Principal



EAL Co-ordinator



Job Description

GRADE: N6

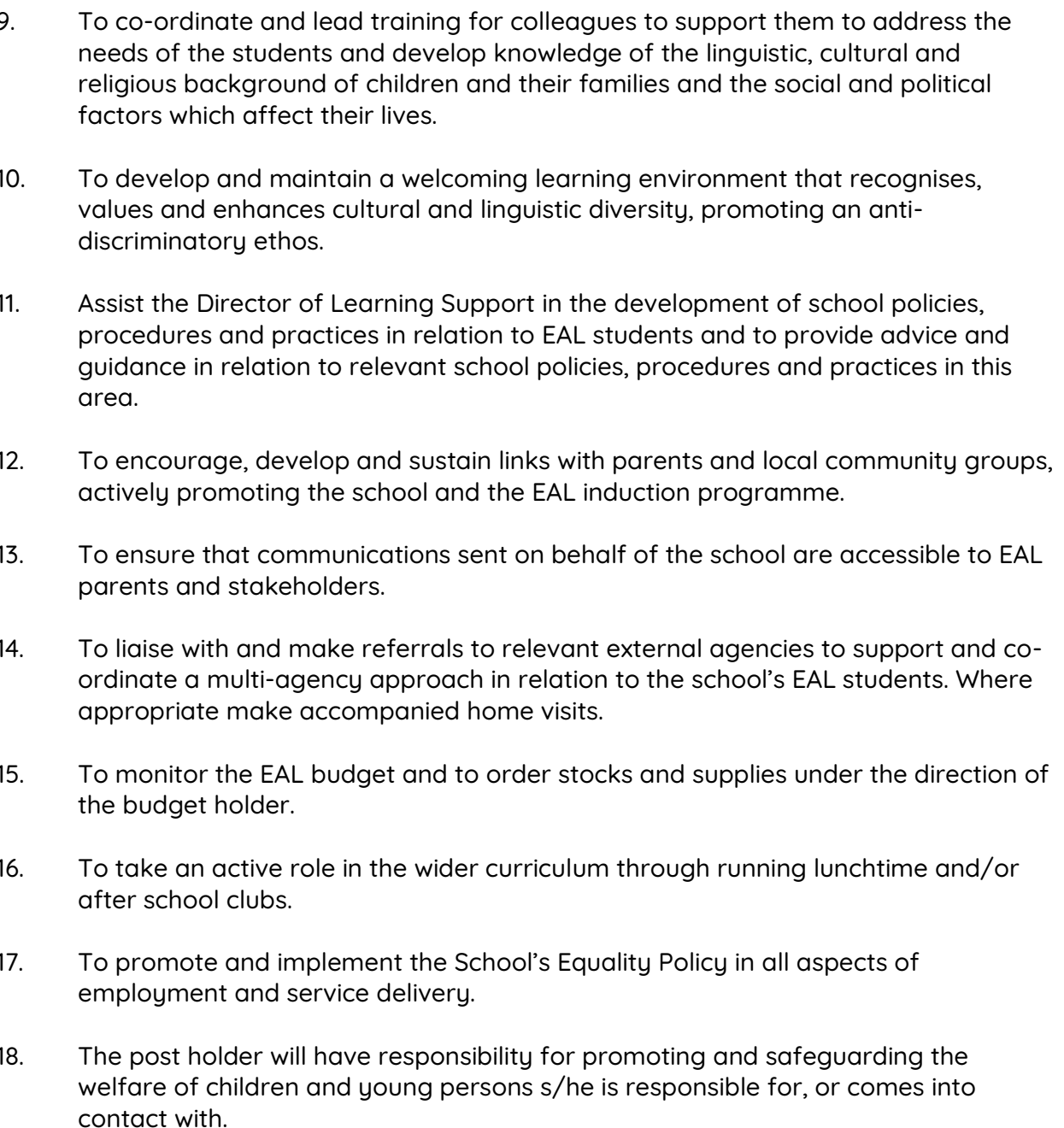
RESPONSIBLE TO: Assistant Principal (Learning Support)

JOB PURPOSE: To co-ordinate and provide support to students where English is an additional language to ensure educational, social, emotional, spiritual, cultural and welfare needs are met and to support integration into the school and wider community.

Main Responsibilities:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To co-ordinate the identification and assessment process for EAL students, including carrying out specialist initial language assessments for new students
2. To manage the EAL register ensuring that student data is recorded accurately.
3. To monitor the progress of EAL students and to develop and implement strategies and interventions to address any student underachievement issues in liaison with teaching and support staff.
4. To liaise with colleagues to ensure students are placed in appropriate tutor groups and sets.
5. To arrange appropriate curriculum enhancement activities, including carrying out planning, preparing and delivering sessions. In addition, assess, mark and provide feedback as required. Arrange home language examinations sourcing interpreters where necessary.
6. To work with primary feeder schools and further education providers to ensure smooth transition from primary to secondary and from secondary into further education.
7. To line manage Bilingual Support staff as allocated to ensure effective deployment of staff, allocation and checking of work, and performance management including conducting performance appraisals.
8. To identify and respond to training needs of allocated staff.

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9. To co-ordinate and lead training for colleagues to support them to address the needs of the students and develop knowledge of the linguistic, cultural and religious background of children and their families and the social and political factors which affect their lives.
 10. To develop and maintain a welcoming learning environment that recognises, values and enhances cultural and linguistic diversity, promoting an anti-discriminatory ethos.
 11. Assist the Director of Learning Support in the development of school policies, procedures and practices in relation to EAL students and to provide advice and guidance in relation to relevant school policies, procedures and practices in this area.
 12. To encourage, develop and sustain links with parents and local community groups, actively promoting the school and the EAL induction programme.
 13. To ensure that communications sent on behalf of the school are accessible to EAL parents and stakeholders.
 14. To liaise with and make referrals to relevant external agencies to support and co-ordinate a multi-agency approach in relation to the school's EAL students. Where appropriate make accompanied home visits.
 15. To monitor the EAL budget and to order stocks and supplies under the direction of the budget holder.
 16. To take an active role in the wider curriculum through running lunchtime and/or after school clubs.
 17. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
 18. The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

EAL Co-ordinator



Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Previous experience working with secondary age children/young people.
2	Fluent English speaker with good standard of written English.
3	Knowledge of the barriers facing children/young people where English is not their first language.
4	A proven track record of working with parents, carers and other professionals and agencies.
5	Ability to develop and deliver sessions to support induction, integration and curriculum enhancement.
6	Awareness of cultural, social and economic issues affecting EAL students and families.
7	Experience dealing effectively with children with challenging behaviours.
8	Awareness of current legislation regarding Safeguarding, SEN, Every Child Matters and the Prevent agenda.
9	Effective ICT skills with the ability to interpret data to inform practice.
10	Effective organisational skills with the ability to prioritise to meet deadlines.
11	Ability to work effectively as a member of a team.

Desirable

12	Experience working in supervisory role.
13	Experience designing and delivering sessions/lessons.
14	Degree level qualification

Part B: Assessment Stage

The above items and the criteria below will be further explored at the assessment stage:

Essential

1	Effective interpersonal skills with the ability to motivate and gain co-operation of both students and parents/carers.
2	Understanding and awareness of both pastoral and academic needs of students.
3	Resilient, inclusive and flexible.
4	Ability to work effectively on own initiative.
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:

	<ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours • understanding of behaviour management strategies.
6	Ability to work effectively with other professionals both within school and other agencies.
7	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Lesson Observation Classroom / Pupil based activity.	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks and EEA check if applicant has lived outside the UK
3	Children's Barred Persons List check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)

Additional Information for Applicants: Main Terms and Conditions of Employment

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8 am to 4 pm and Fridays 8 am to 3.30 pm with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions). On Wednesday afternoons staff participate in our Professional Learning Programme. Some sessions run to 4.00 pm. Staff are asked to attend these sessions if possible and scheduled time off in lieu is given. The timetable of these later sessions is set annually and published well in advance of each school year.

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.46 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years’ continuous local government service, and 6.25 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years’ or more continuous local government service.

Pay and Grading

The grade of the post is N6, equivalent to local government pay spine points 20 – 24, with current corresponding full time salary of £26,446 to £29,174 pa). The actual salary for this post including annual leave entitlement as outlined above and 5 training days is as follows: -

Less than 5 years’ continuous local government service: £22,611 to £24,943 pa
5 or more years’ continuous local government service: £23,013 to £25,386 pa

Employment Status

This is a permanent post.

Probationary Period

New entrants to Northern Leaders Trust are subject to a six month probationary period.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers in our schools to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.



Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download an application form from our website ks.northernleadertrust.org and return it to human.resources@kenton.newcastle.sch.uk.

Closing date: 12.00 Noon on 1 July 2022

