

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Secondary English as Additional Language (EAL) Teacher	Reference: January 2024
Function/Department	Secondary	Location: AIS
Manager Title	Head of Year/Department	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

- To promote and maintain excellence in EAL teaching in the school, both in determining content and assessment of the teaching Programs for each level, and in the delivery of those programs.
- Key areas of responsibility in Curriculum, Co-curricular and Administration.

## Responsibilities

### Curriculum

- Promote the philosophy of Co-Teaching, Co-Planning and Co-Assessing students in the EAL programme
- Ensure classroom practice is in keeping with the classroom expectations for staff at AIS
- Ensure that there is a clearly defined program of learning which is aligned with the School's teaching and learning expectations and the IB PYP and Acara philosophy and standards
- Ensure that the curriculum is properly differentiated for all levels of English proficiency
- Provide support to class teachers, subject specialist teachers and teaching assistants to enable them to adequately meet the needs to their EAL students
- Participate in collaborative planning meetings, ensuring the needs of EAL learners are scaffolded for cross curriculum areas
- Work closely with EAL Teaching Assistants to develop appropriate learning strategies for EAL learners in small group settings and during in-class support lessons
- Ensure that the learning outcomes for each year group are clearly defined, with clear criteria relating to the School's assessment and reporting policy
- Conduct, mark and review EAL standardised testing for entry and exit of programme placement
- Develop attainment targets for each student in relation to benchmark test results and any previous knowledge about the student's capabilities
- Analyse the students' results in relation to benchmarks including predicted grades and previous years' results and share findings
- Ensure integration of ICT and the Library as teaching resources and tools into the planning process
- Participate in relevant excursions, competitions or other such activities
- Monitor the quality of student homework and students' compliance with the School's homework policy

## Co-Curricular

- Undertake Yard Duties as required by the Assistant Head Welfare and Admin
- Attend all Elementary School Assemblies
- Attend all Elementary School events including Presentation day
- Play an active part in the School's CCA programme/or representative sport programme
- Maintain and ambassadorial role for AIS within the community
- Attend Year Level Camps as required

## Administration

- Facilitate and manage the use of human resources such as Teaching Assistants to maximise support for EAL learners
- Maintain appropriate records for student assessment and behaviour
- Maintain appropriate records of meetings with parents – including parent/teacher interviews, phone calls and face to face meetings
- Keep senior staff appraised of any issues involving students – academic and pastoral
- Ensure that teaching programmes are up to date
- Prepare lesson plans that are in line with teaching programme and curricular objectives
- Attend presentation evenings as required by the Head of Elementary School
- Attended timetabled departmental meetings
- Attend weekly Elementary and whole School Briefings
- Attend timetabled Elementary and Whole School meetings
- Maintain student attendance records for each class
- Maintain effective communication
- Complete student reports as required

**It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

## Position Requirements

- Be involved in school functions, meetings, events and professional development days as required, both within and out of school hours
- Carry out additional duties as directed by the Heads of Year, Assistant Heads of Sub-school, Head or Assistant Head of Elementary, or the Principal

## Qualifications

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education. EAL Qualifications in addition to Degree qualifications would be an advantage.
- A minimum of 3 years FT teaching experience in a recognised educational institution
- Experience teaching EAL in a School with an established English as a Second Language Department would be an advantage
- Excellent communication, information technology, multi-tasking and time management skills
- Ability to work as a part of a team and an interest in participating in the wider school community

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## Contacts

- Students, Heads of Year, Heads of Department, Program Coordinators, Parents

## Working Conditions

- Official working hours 8am to 4pm or as required
- Meetings as required
- Conduct CCAs as per School guidelines

## Terms of Employment

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- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **during prescribed school holidays**
- Medical Benefits: **Group Medical Insurance**
- Medical & Hospitalisation Leave: **60 days hospitalisation leave including 14 days medical leave**
- Probation Period: **1 term**
- Other benefits including relocation and housing depending on terms of employment
- Reference Check: **Required**
- Background check: **Required**