

EAL Teacher Job Descriptions

Junior School EAL Teacher:

Responsible to the Head of EAL for coordinating the EAL provision for the allocated age range, including:

- Delivering High-Quality Learning through effective planning, delivery, and assessment.
- Having weekly contact – and a constructive relationship - with all students on the EAL list for the allocated age range.
- Line managing EAL ALTs for the age range, including performance management.
- Coordinating EAL Assessment:
 - Ensuring valid and reliable EAL assessment is carried out.
 - Ensuring data (supported by evidence) is collected and input within agreed timeframes.
 - Leading periodic assessment meetings, as per departmental guidelines.
- Collaborating with Class and Specialist Teachers (as appropriate) to develop Individual EAL Support Plans.
- Coordinating the timetabling of support:
 - Ensuring support is allocated to students as per stated guidelines.
 - Providing input for EAL Teacher and EAL ALT timetables as appropriate, per stated guidelines.
- Producing and developing Individual EAL Profiles for each student on the EAL List for the allocated age range, including personal information, key assessment data, suggested strategies, etc.
- Collaborating with year group teams on lesson planning.
- Leading EAL parent communication.
- Participating in the provision of EAL professional development for the academic team.
- Supporting the admissions procedure by carrying out EAL Assessments, as required.
- Leading in at least one aspect of the development of the Junior School EAL Department.

Skills & Qualifications:

- Bachelor of Education, or bachelor's degree in another field + Post Graduate Certificate of Education (or equivalent)
- Certificate in Teaching English as a Foreign/ Second Language
- Minimum two years of teaching experience
- Enthusiasm and excellent communication skills
- Familiar with Microsoft Office products
- Fluent spoken and written English

Please note the College's positions are subject to an enhanced Criminal Records Bureau Disclosure. 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. Wellington

College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

Senior School EAL Teacher:

Responsible to the Head of EAL for coordinating the EAL provision for the allocated age range(s), including:

- Delivering High-Quality Learning through effective planning, delivery, and assessment.
- Collaborating with the Head of EAL and Senior School EAL Team to develop the school's overall EAL provision plan.
- Collaborating with House Tutors and Subject Teachers (as appropriate) to develop Individual EAL Support Plans.
- Producing and developing Individual EAL Profiles for each student on the EAL List, including personal information, key assessment data, suggested strategies, etc.
- Coordinating EAL Assessment:
 - Ensuring valid and reliable EAL assessment is carried out.
 - Ensuring data (supported by evidence) is collected and input within agreed timeframes.
 - Leading periodic assessment meetings as per department guidelines.
- Communicating effectively with the parents of EAL students.
- Participating in the provision of EAL professional development for the academic team.
- Supporting the admissions procedure by carrying out EAL Assessments as required.
- Leading in at least one aspect of the development of the Senior School EAL Department.

Skills & Qualifications:

- Bachelor of Education, or bachelor's degree in another field + Post Graduate Certificate of Education or Equivalent
- Certificate in Teaching English as a Foreign/ Second Language
- Minimum two years of teaching experience
- Enthusiasm and excellent communication skills
- Familiar with Microsoft Office products
- Fluent spoken and written English

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