



## Mount St Mary's College

### Job Description

<b>Job Title:</b>	Teacher of EAL
<b>Salary:</b>	Dependent on qualifications and experience
<b>Location:</b>	Mount St Mary's College
<b>Hours of Work:</b>	Part Time (0.7) with the potential for additional hours of work to be available for the suitable candidate.
<b>Responsible to:</b>	Head of EAL

### Job Purpose

The Teacher of EAL will work with students to improve their listening, speaking, reading and writing skills, supporting them in accessing the wider curriculum and preparing them for ESOL examinations.

All teachers appointed to Mount St Mary's are expected to contribute fully to the co-curricular and pastoral life of the College. This may include evenings, Saturday and/or Sunday duties. The richness of the college depends upon teachers who, for example, coach games, direct plays, and support and organise clubs and societies, and take students on trips to concerts and the theatre. The College expects its teachers to contribute whole-heartedly to college life by drawing upon their own interests and enthusiasms.

### Main duties and responsibilities

The post holder will be expected to:

### Teaching and Learning

- Manage student learning through effective teaching in accordance with the College's schemes of work and policies.
- Demonstrate strong classroom management skills and ensure all students participate;
- Prepare and set tests, examination papers and exercise;
- Mark and provide appropriate feedback on oral and written work;
- Devise, write and produce new materials if required;
- Plan and prepare EAL tasks, as overseen by the Head of EAL, for a range of age groups and English levels;
- Promote a student centred learning environment which encourages the development of skills;

**Headmaster:** Dr Nicholas Cuddihy B.Rel.SC., MSc.,Ed.D

Mount St Mary's College  
College Road, Spinkhill, Nr Sheffield S21 3YL

(t) 01246 433 388

(e) headmaster@msmcollege.com

**Headteacher:** Mrs Karen Keeton BMus (Hons) PGCE

Barlborough Hall School  
Park Street, Barlborough, Chesterfield S43 4ES

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- Use a variety of methods and approaches to match curricular objectives and the range of student needs, ensuring equal opportunities for all students;
- Consider the needs of all students within lessons especially those with SEND, who are gifted and talented or are not yet fluent in English.
- Attend to the individual needs of the students to ensure that the maximum benefit is gained from EAL lessons.
- Ensure continuity, progression and cohesiveness in all teaching;
- Work effectively as a member of the EAL department to improve the quality of teaching and learning.
- Set high expectations of all students to deepen their knowledge and understanding and to maximise achievements;
- Use positive behaviour management strategies in an environment of mutual respect which enables students to feel safe and secure and promotes their self-esteem,

### Assessment, recording and reporting

- Set, mark and monitor students' class work and homework regularly and in accordance with the College and departmental marking policies to consolidate and extend learning and encourage students to take responsibility for their own learning;
- Involve students in self-assessment within the subject;
- Record and report on students' progress as outlined in the College and departmental assessment policies;
- Produce written reports in line with the College and departmental reporting policies.
- Meet College deadlines for recording and reporting;
- Have excellent basic administration skills, such as keeping student registers, mark books and writing accurate and professional progress reports;
- Prepare information for inspection visits and other quality assurance exercise.
- Assist the ASL of EAL and Deputy Head (Academic) with student placement testing as required.

### Student Support

- Maintain good order and discipline among students and safeguard their health and safety;
- Promote the general progress and well-being of individual students and assigned classes or groups;
- Provide guidance and advice to students on educational and social matters;
- Make records and reports on the social needs of students;
- Communicate and consult with the parents of students.

### Professional Standards

- Take responsibility for own professional development and to keep up to date with research and developments within the subject(s) taught;
- Understand responsibilities in relation to College and departmental policies and practices, including understanding the College Mission Statement and contributing to it, and maintaining the Catholic ethos;
- Set a good example to students through personal presentation and conduct;
- Use the outcomes of professional development to improve teaching and students' learning.

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- Participate in the College Performance Management Programme;
- Attend and contribute to training sessions including CPD workshops.

## General

- Perform such reasonable duties as required by the School from time to time, including attendance at School events;
- Demonstrate a high level of confidentiality and discretion when dealing with day to day activities;
- Have a good understanding and knowledge of the General Data Protection Regulations (2018) and ensure personal working practices comply with the regulations.

## Health & Safety

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations immediately to your line manager;
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare;
- Following any training you receive when using any work item provided.

## All College staff are expected to:

- Work towards and support the College's vision and the current objectives
- Support and contribute to the College's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- Value, promote and advance equality and diversity
- Work within and adhere to the College's health and safety policy to ensure a safe working environment for staff, students and visitors
- Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process
- Undertake other reasonable duties commensurate within the grade as required from time to time

***Mount St Mary's College is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.***

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## PERSON SPECIFICATION

### Essential:

- A flexible, can-do approach to work, including availability
- Excellent spoken and written English
- A genuine interest in the form and function of language
- The ability and desire to learn new skills & develop existing subject knowledge
- Confidence, patience & resilience
- Lateral thinking & problem-solving skills
- Suitable to work with children and young people

### Desirable:

- A degree in languages, linguistics or English
- Qualified Teacher Status (QTS)
- An approved TESOL qualification – e.g. Trinity Cert TESOL or Cambridge CELTA - or the willingness to undertake such training
- An in-depth knowledge and understanding of English grammar
- Experience of teaching EAL – ideally within UK independent schools, preparing students for Cambridge ESOL exams/IELTS

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headmaster and/or line manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post-holder.

Prepared: June 2019

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