



Education, Culture & Sport Service

Highland Local Negotiating Committee for Teachers

LNCT Agreement no. 26

**English as an Additional Language
Job Description**

THE HIGHLAND COUNCIL
EDUCATION, CULTURE & SPORT SERVICE

JOB DESCRIPTION

TITLE OF POST

Teacher of English as an Additional Language

BASIC FUNCTION

The EAL teacher will assist schools to provide inclusive and appropriate education for pupils for whom English is an Additional Language.

ACCOUNTABILITY

The EAL teacher will be accountable to an Area Learning Support Team Leader for professional and operational matters.

RELATIONSHIPS

The EAL teacher will work in collaboration with:

- Staff in primary and secondary schools
- Other staff with a Support for Learning role
- Bilingual Language Assistants

KEY TASKS

Subject to the policies of The Highland Council, the EAL teacher will perform such tasks as the Area Learning Support Team Leader shall direct, having regard to overall teacher workload. This will involve a balance of activities which will include processing individual case referrals and supporting pupils either individually or collectively. While in schools, the Head Teacher may, in consultation with the Area Learning Support Team Leaders, direct the EAL teacher according to school priorities for pupils for whom English is an additional language. Individual teachers will use their professional judgment in relation to the prioritisation of tasks. In exercising their professional judgment, teachers will require to take account of objectives determined at school, local authority and national levels. Each teacher will have a caseload for which they are responsible. The teacher will liaise with the school that the pupils attend and also other members of the EAL team as appropriate

The EAL teacher will within his/her associated schools:

- provide consultancy, advice and support to staff and EAL pupils
- plan and develop differentiated approaches to facilitate access to the curriculum for bilingual pupils
- collaborate with head teachers, teachers, parents and others to ensure that EAL pupils receive the most appropriate support and resources
- support the assessment and reporting of the development of bilingual pupils in collaboration with class teachers and others where appropriate
- manage an agreed caseload of referrals
- support schools in evaluating their inclusive practice for pupils for whom English is an additional language,
- participate in future planning, raising achievement and individual review of EAL pupils
- assist in preparing pupils for examinations and advise of arrangements for EAL pupils
- where circumstances require, participate in co-operative/partnership teaching, individual pupil support and/or small group collaborative learning

- in collaboration with bilingual language assistants, encourage and promote pupils' bilingualism and positive links between home and school
- contribute to staff development on the most appropriate strategies, approaches and resources for EAL pupils
- undertake development work within appropriate curriculum guidelines

The post holder may be required to perform duties other than those given in the job specification. In particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

Name Hugh Fraser
 Designation Joint Secretary LNCT
 Date 26 June 2007

Name Andrew Stewart
 Designation Joint Secretary LNCT
 Date 26 June 2007