



## **Care and Learning Service**

### **Highland Local Negotiating Committee for Teachers**

**LNCT Agreement no. 26  
(Revised June 2018)**

**English as an Additional Language  
Job Specification**

**THE HIGHLAND COUNCIL**  
**CARE AND LEARNING SERVICE**

**JOB SPECIFICATION**

**TITLE OF POST**

Teacher of English as an Additional Language

**BASIC FUNCTION**

The EAL teacher will assist schools and the Area Additional Support Needs Manager 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 ASN Manager 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

**KEY TASKS**

Subject to the policies of The Highland Council, the EAL teacher will perform such tasks as the Area ASN Manager 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 ASN Manager, 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 other support staff, 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

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Name            Bill Alexander  
 Designation    Joint Secretary LNCT  
 Date             21 June 2018

Name            Alistair Bell  
 Designation    Joint Secretary LNCT  
 Date             21 June 2018