



JOB DESCRIPTION

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) - HEAD OF DEPARTMENT

Introduction

This document is to be read in conjunction with the Employment Agreement. It is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the post-holder, The Principal and The Vice Principal (Secondary & 6th Form). The school's Mission and Values statements underpin all aspects of this job description.

Salary

The post-holder will be appointed on the appropriate point on the Kajonkiet International School Scale. In normal circumstances, a Responsibility Allowance will also be paid in recognition of the additional responsibility undertaken.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

The Head of Department for English as an Additional Language (EAL) is line managed by the Vice Principal (Secondary & 6th Form) and in addition reports to the Vice Principal (EYFS & Primary) and the Principal.

1. reports annually to the Board of Directors to a format agreed in advance and common across all departments;

Overview

The Head of Department for EAL is a key middle leadership role responsible for the strategic planning, development, and implementation of the English as an Additional Language (EAL) programme across all grade levels (K-12). The role is critical in supporting a diverse, multinational student body where 95% of students are EAL learners, ranging from absolute beginners to fluent English speakers. The Head of EAL will ensure that language acquisition is embedded in all aspects of the curriculum and school life, providing leadership, guidance, and professional development to teachers while driving excellence in language support for all students.

Key Responsibilities

1. Strategic Leadership and Planning

- Develop and lead the whole-school EAL strategy to meet the language needs of all students from early years to high school, ensuring alignment with the school's vision and mission.
- Oversee the design, implementation, and continuous improvement of the EAL curriculum and support structures for students at varying levels of English proficiency.
- Collaborate with the Senior Leadership Team (SLT) to shape school-wide policies, procedures, and resources that promote inclusive and equitable access to education for EAL learners.
- Set department goals, monitor progress, and assess the effectiveness of EAL interventions through data-driven analysis.

2. Curriculum Development and Adaptation

- Work with subject teachers and curriculum coordinators to modify and adapt lesson plans, assessments, and instructional resources to ensure accessibility for EAL learners.
- Integrate language development strategies into core subject teaching, ensuring that language acquisition is embedded within content areas such as mathematics, science, and humanities.
- Select and manage teaching resources, tools, and digital platforms to support language development across the school.

3. Teaching and Learning Support

- Provide expert guidance and support to teachers on best practices for teaching EAL students, including differentiated instruction, scaffolding, and formative assessment techniques.
- Deliver direct instruction to students in need of intensive language support, as well as support higher-level academic language development for advanced EAL learners.
- Oversee the coordination of EAL support services, including small group interventions, one-on-one support, and co-teaching models, to ensure every student receives appropriate language assistance.

4. Assessment and Monitoring of Student Progress

- Implement a robust system of diagnostic assessments to identify student language proficiency levels and learning needs.
- Monitor and track student progress regularly, adjusting instructional strategies and interventions to ensure continuous improvement in language acquisition and academic success.
- Ensure compliance with international standards for EAL assessment and reporting, and provide regular updates to parents, teachers, and leadership on student outcomes.

5. Professional Development and Capacity Building

- Lead ongoing professional development for staff on EAL-related pedagogy, including teaching strategies for integrating language and content learning.
- Provide coaching and mentorship to teachers, helping them develop linguistically responsive classrooms that meet the needs of EAL learners.
- Promote a school culture that values multilingualism, encouraging staff to incorporate students' linguistic and cultural backgrounds into the learning experience.

6. Cultural and Linguistic Inclusion

- Foster a school environment that celebrates linguistic and cultural diversity, and supports students in maintaining their home languages while acquiring English.
- Organise school-wide initiatives, such as cultural and language celebration events, to promote awareness and appreciation of the school's multicultural community.
- Develop programs that enhance students' social integration and sense of belonging, helping them navigate the challenges of learning in a new language.

7. Resource Management and Budgeting

- Manage the EAL department budget, ensuring that resources are allocated effectively to meet the diverse needs of the student body.
- Oversee the recruitment, development, and management of EAL staff, including EAL specialists and teaching assistants.
- Stay updated on the latest research, tools, and best practices in EAL education, ensuring the department remains innovative and forward-thinking.

Key Relationships

- Collaborate closely with the Senior Leadership Team (SLT) on school-wide strategies for supporting EAL learners.
- Work in partnership with subject teachers, curriculum coordinators, and pastoral staff to support students both academically and socially.
- Engage with parents and guardians to provide regular updates on student progress and support family involvement in language development initiatives.

Qualifications and Experience

- **Education:** Bachelor's degree in Education, Applied Linguistics, TESOL (Teaching English to Speakers of Other Languages), or a related field. A Master's degree in Education, EAL, or Leadership is highly desirable.
- **Experience:** At least 5 years of experience in teaching EAL students, preferably in a K-12 international school setting, with a proven track record of success in language acquisition and academic achievement for EAL learners.
- **Leadership:** Demonstrated leadership experience, including program development, staff management, and budget oversight. Experience in leading or managing a department is highly desirable.
- **Skills:**
 - Expertise in EAL pedagogy and best practices for language instruction across grade levels.
 - Strong curriculum development and adaptation skills.
 - Excellent communication and interpersonal skills, with the ability to collaborate effectively with staff, students, and parents.

- Ability to use data-driven approaches for student assessment and program evaluation.
- Capacity to lead professional development and coach teachers in EAL methodologies.

Core Competencies

- **Visionary Leadership:** Ability to develop and implement a comprehensive school-wide EAL strategy.
- **Cultural Sensitivity:** Strong understanding of and respect for cultural diversity, with a commitment to fostering an inclusive school environment.
- **Collaboration:** Excellent team player with the ability to work across departments and with various stakeholders.
- **Problem-Solving:** Creative and solution-oriented, with the capacity to address complex challenges faced by EAL students.
- **Adaptability:** Ability to respond to the dynamic needs of a diverse student population in a fast-paced educational environment.

Remuneration

The position offers a competitive salary commensurate with the level of responsibility and the qualifications and experience of the successful candidate. The Head of Department for EAL will also receive professional development opportunities and the potential for further career progression within the school's leadership structure.

This role is pivotal to the school's success in ensuring equitable access to education for its diverse and multilingual student body. The Head of Department for EAL will play an essential part in driving the school's commitment to high-quality education for all students, regardless of their English proficiency level.