

## EAL Specialist

### JOB DESCRIPTION

<b>Salary / Grade range</b>	<b>Grade 4, point 7- 11 Pro rata actually salary £21,089.20 - £22,478.21</b>  <b>32 hours per week, 8.30-15.30, term time only</b>  <b>There will be a requirement to work during opening evening and parents evening.</b>
-----------------------------	--

#### Main purpose of the job

To support students with English as an Additional Language (EAL) in accessing the secondary curriculum, developing their English proficiency, and achieving their academic potential through targeted teaching, intervention, and collaboration with staff.

#### Key Responsibilities

##### **Teaching and Learning**

- Plan and deliver targeted EAL support for students across Key Stages 3, 4, and where appropriate.
- Assess students' English language proficiency on entry and monitor ongoing progress
- Design and implement tailored interventions to support language acquisition
- Differentiate teaching materials to meet the needs of EAL learners
- Support students in developing speaking, listening, reading, and writing skills

##### **Curriculum Support**

- Work with subject teachers to adapt lessons and resources for EAL students
- Promote inclusive teaching strategies across departments
- Help ensure EAL learners can access all areas of the curriculum

##### **Assessment and Tracking**

---

**'Striving for excellence in all that we do.'**

Headteacher: Mr S Gabriel BSc., MSc., MBA.  
St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.  
T: 0161 248 1550  
E: office@stpetershigh.com  
W: www.stpetershigh.com

**Achievement**  
**Love**  
**Responsibility**  
**Diversity**

- Maintain accurate records of student progress and attainment
- Use data to inform teaching strategies and interventions
- Prepare reports for staff, leadership, and parents

#### **Pastoral and Inclusion Support**

- Support the integration of newly arrived students into school life
- Liaise with families, including those with limited English proficiency
- Promote cultural awareness and inclusion within the school community
- Work closely with the SEN and pastoral teams to support student wellbeing

#### **Collaboration and Development**

- Work collaboratively with teaching staff, support staff, and leadership
- Provide guidance and training to staff on EAL strategies and best practice
- Keep up to date with developments in EAL teaching and language acquisition

#### **Equal opportunities Policy**

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the Headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*.

Personal Specification		
	Essential	Desirable
Excellent written/verbal communication	/	
Experience working with EAL learners in a secondary school setting	/	
Strong understanding of language acquisition and EAL strategies	/	
Ability to work effectively as part of a team	/	
Supportive of the Catholic ethos and values of the school	/	
Excellent interpersonal skills	/	
Strong organisational skills and prioritising	/	
Flexible approach to working	/	
Qualities to be a positive role model	/	
Confident and able to accept challenge in a professional manner	/	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation to the position. (e.g. GDPR)	/	
Ability to maintain confidentiality.	/	
Experience of working with outside agencies	/	
Knowledge of Safeguarding Policies and Procedures		/
Experience in setting and working towards targets and deadlines	/	
A good working knowledge of office management systems such as Microsoft Word/Excel/Outlook/MS Teams		/

**'Striving for excellence in all that we do.'**

Headteacher: Mr S Gabriel BSc., MSc., MBA.  
 St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.  
 T: 0161 248 1550  
 E: office@stpetershigh.com  
 W: www.stpetershigh.com

**Achievement**  
**Love**  
**Responsibility**  
**Diversity**

Ability to analyse data	/	
Experience of using SIMS		/
Excellent health and attendance records	/	
Ability to work effectively in a team	/	
Excellent professional conduct	/	

**'Striving for excellence in all that we do.'**

Headteacher: Mr S Gabriel BSc., MSc., MBA.  
 St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.  
 T: 0161 248 1550  
 E: office@stpetershigh.com  
 W: www.stpetershigh.com

**Achievement**  
**Love**  
**Responsibility**  
**Diversity**