St. Joseph's Institution International School

POSITION DESCRIPTION

Job Title:	***EAL Support Coach***		
Reporting To:	***Head of EAL***		
Effective starting from:	***1 August 2027***	***To:***	***31 July 2029***

Primary Purpose: The EAL Support Coach's primary responsibility is to provide in class support to EAL learners in different areas of the curriculum and deliver high quality EAL lessons working collaboratively with the EAL department.

Position in Context: The EAL support coach is responsible to the Head of EAL and will be part of the EAL department who are responsible for the delivery of English Support in Key Stage 3 and English as a Second Language at IGCSE level.

Personal Specifications:

- Emotional and social intelligence
- Decision making and problem-solving skills
- Excellent communication
- Excellent organisational and time management skills
- Ability to work collaboratively with staff, students, parents, administrative staff and the SLT
- Excellent organizational and time management skills
- Diligence

Major Activities

1. Supporting EAL students with their learning of English
2. Planning
3. Assessment and reporting
4. Managing own performance and professional development
5. Managing and developing relationships within the school
6. Building and maintaining relationships with parents and the wider community
7. Managing resources
8. Other activities

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Specific Duties and Responsibilities:

1. Supporting EAL students with their learning of English

- Provide support to EAL students in an in-class setting, working with the class teacher to differentiate activities and encourage the use of EAL strategies
- Provide after school support sessions to students requiring more intensive EAL instruction
- Ensure effective teaching and management of EAL classes, groups and individuals so that objectives are met, progress and challenge are maintained and the best use is made of teaching time
- Use teaching methods, which will engage and stimulate pupils' intellectual curiosity including the use of effective questioning, clear presentation and effective use of resources
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour
- Management through focused teaching and create positive and productive relationships in accordance with the rules and behaviour policy of the school

2. Planning

- Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the pupils
- Provide assistance to classroom teachers with regards to strategies for teaching EAL learners, adapting resources in advance of lessons to ensure that EAL learners can access the curriculum
- Set appropriate, yet challenging expectations for pupils' learning, building on prior attainment
- Identify pupils who may require additional support and know where to get help in order to give positive and targeted support
- Ensure that planning shows a clear understanding of the Year group expectations and leads to progression within lessons and over sequences of lesson

3. Assessment and Reporting

- To assess pupils' achievements and progress in accordance with agreed policies and procedures
- With the Head of EAL and the EAL teachers, recommend students for support and contribute to decisions regarding students' readiness to enter the mainstream curriculum based on data and observations
- Implement AfL to evaluate how well learning objectives are/have been achieved and adapt future teaching and learning accordingly
- Monitor pupils' class and homework providing constructive oral and written feedback, providing focus for pupils' progress to ensure they meet individual and Year group targets

4. Managing own performance and professional development

- Understand the need to take responsibility for their own professional development
- Keep up to date with research and developments in pedagogy as relevant to their curriculum team and Phase
- Understand their professional responsibilities in relation to school policies and procedures
- Make the most of PD opportunities provided
- Reflect on their own teaching critically and use this to improve their teaching

5. Managing and Developing Relations within the School

- Interact on a professional level with academic and administrative colleagues to establish productive working relationships
- To contribute to meetings, discussions and systems to facilitate the smooth running of the school

6. Relations with Parents and the Wider Community

- Facilitate parental engagement by ensuring Home Learning tasks detail how parents can assist their children
- Prepare presentations for parental groups as required

7. Managing Resources

- Select appropriate resources to support learners in achieving teaching objectives
- Select resources to add practical activities and create interest for learners

8. Other

- Act as a role model to the pupils they teach in their personal presentation and conduct
- To meet statutory responsibilities and company policies with regard to Health and Safety
- To promote and adhere to the Lasallian Mission and Core Values of SJII Malaysia
- Any other duties considered necessary as allocated by the Head of School