

Job Description: EAL Coordinator

Reports to:	Assistant Principal
Start date:	September 2025
Location:	Ark Evelyn Grace Academy
Contract:	Permanent
Hours:	08:00-17:00
Salary	Ark Main Teacher PayScale AM1- AM6 (£39,739-£51,545) plus TLR 2a

We are seeking a dynamic and experienced educator to lead and coordinate English as an Additional Language (EAL). The successful candidate will play a key role in ensuring EAL learners receive tailored, effective support to thrive academically and socially.

Key Responsibilities

- Develop, implement, and evaluate the whole-school EAL strategy in line with the school's development plan.
- Identify pupils with EAL and coordinate appropriate support, interventions, and progress monitoring.
- Lead on staff training and CPD to ensure all teaching staff are confident and skilled in delivering literacy-rich and EAL-accessible lessons.
- Liaise with pastoral teams, SENCO, subject leaders, and external agencies to ensure a joined-up approach to pupil support.
- Monitor and evaluate the impact of literacy and EAL interventions through data analysis, lesson observations, and work scrutiny.
- Lead on assessment tools for EAL learners and ensure accurate tracking and reporting.
- Advise on policy, curriculum development, and resource allocation related to EAL.
- Teach a timetable of English intervention groups, including EAL-focused lessons, ensuring high-quality teaching that meets the needs of diverse learners.
- Differentiate effectively to support students with varying language proficiency levels, including poor literacy.
- Provide targeted small-group or 1:1 instruction for pupils needing additional literacy or language support.
- Support the induction of students arriving from abroad in getting to understand Britain and its values, history and culture.
- Celebrate the diverse cultures of students from the EAL community and ensure they are integrated into school life.

Curriculum setting and assessment

- Set regular, measurable and significant assessments for the students
- To work with the Inclusion leadership team to monitor and assess teaching and learning of EAL students and EAL learners with SEND.
- In consultation with the Inclusion leadership team, advise teachers and leadership about the development of EAL strategies.
- In conjunction with the Inclusion leadership team, develop, implement, monitor and evaluate the EAL provision across the Academy
- Establish agreement for monitoring and evaluation of student progress
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils.

Curriculum Setting and Assessment

- Develop high quality syllabuses and schemes of learning for all students that are well sequenced, engaging and ensure success for students.
- Work with the Assistant Principal to monitor and assess teaching and learning within the subject
- Set regular and measurable assessments for the students that inform planning and teaching.
- Maintain accurate student data that can be used to make teaching more effective
- To ensure the regular setting and completion of high-quality home learning activities

Academy Culture

- Support the Academy's culture, values and ethos by contributing to the development and implementation of policies practices
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Carry out other reasonable tasks as directed by the Principal
- To carry out first aid duties, if required
- To undertake fire marshal duties, if required
- To undertake exam invigilation duties, if required
- To undertake morning and afternoon playground duties, if required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. parents' evenings
- Organisation of breakfast club and EAL conversation clubs
- Establish tutoring for community languages.
- Promote parental engagement.
- This job description is subject to change with the agreement of the post holder.

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal's approval.

Person Specification: EAL Coordinator

Qualification Criteria

- Qualified Teacher Status (QTS)
- Proven experience teaching EAL students and/or coordinating literacy strategies
- In-depth knowledge of EAL pedagogy, second language acquisition, and literacy development
- Strong data analysis skills and the ability to evaluate pupil progress
- Experience delivering CPD or coaching staff
- Excellent interpersonal and communication skills
- A commitment to inclusive practice and closing the achievement gap

Experience

- Experience of raising attainment in a challenging classroom environment
- Experience of contributing to a high achieving department
- Experience of delivering consistently outstanding lessons to students of all ages and abilities
- Experience of implementing behaviour management strategies consistently and effectively
- Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes
- Experience of providing professional development to teachers (coaching, mentoring and training)
- Experience of designing and developing resources to support learning across different subject areas
- Experience of preparing and leading training sessions
- Evidence of continually improving the teaching and learning in their subject area through schemes of work, assessment and extra-curricular activities etc.

Knowledge

- Knowledge of the latest educational research, findings and best practices
- Excellent knowledge of the National Curriculum for KS3 and KS4 and a solid grounding in the assessment processes used to support planning and raise student attainment across Key Stages
- Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour.

Teaching and Learning

- Excellent classroom practitioner – ensures that their own classroom practice models best practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

Other

- This post is subject to an enhanced Disclosure and Barring Service check.
- Commitment to equality of opportunity and the safeguarding and welfare of all students

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

Dear Potential Applicant,

Firstly, thank you for considering a role at Ark Evelyn Grace Academy. Secondly, I felt it was important to write to you as we are at a very special moment in our journey after recently receiving a visit from Ofsted.

When I became Principal in April 2023, the academy was in requires improvement. The change to the school in the past two years has been significant. In February 2025, we were graded **good in all areas**. But this is just the beginning. We are **building an exceptional school**.

Ark Evelyn Grace is an incredibly special community, situated in the heart of Brixton and in the middle of three large housing estates. It is a historically underserved community, and in many ways continues to be so; the community deserves so much more, and it is our mission to provide that.

We continue to be on a journey of significant improvement. It is exciting to be leading this journey alongside a dedicated team of leaders. We are unapologetic about the expectations and ambitions that we have for our students. With a dedicated senior leader leading the Inclusion faculty, **we now need an equally dedicated EAL Coordinator** to work closely alongside other members of the faculty and the wider staff body to make our ambitions a reality.

We have a vision for our children that will transform their lives. We are a changing school, and we are changing for the better, driven by a belief and a commitment to deliver for our children so that they **reach their potential**. We are in an exciting period of change. If you share in these aims and have a commitment to serving the communities for whom a high-quality education will make the biggest difference, visit us, apply and **be part of the transformative change**.

With warm regards



Una Sookun
Principal

