



Britannica International School

Budapest

an Orbital Education School

INSPIRE, EXCEL, EXCEED

Primary EAL Teacher

Job Description

Key Criteria

- A suitable teaching qualification in Primary EAL Education
- Experience, understanding and skills relevant to the specific responsibilities of the post.
- An ability to demonstrate recent effective strategies to achieve high quality EAL teaching and learning.
- The ability to work as part of a team.
- Effective communication skills to a wide range of people (staff, parents, students)
- Effective organisational and classroom management skills.
- Ability to make effective use of ICT to enhance teaching and learning

Key Tasks

- To plan, share, prepare and teach EAL courses and lessons in accordance with agreed schemes of work and school/Key stage policies;
- To provide an effective EAL learning environment in accordance with the school's 'Learning and Teaching' Policy;
- To prepare daily and long-term EAL lesson plans according to curriculum guidelines;
- To be a specialist in Primary EAL teaching;
- Maintain productive working habits and discipline in EAL interventions and lessons;

- Attend relevant staff meetings and training and development sessions;
- Assess, evaluate and report on EAL students' educational progress and abilities;
- Discussing EAL students' progress with parents and guardians, administrators and other professionals as necessary.

Skills and knowledge

- knowledge of teaching and the ability to design courses and lessons linked to EAL needs
- Sensitivity and understanding of EAL needs, attitudes and behaviours
- patience and the ability to remain calm in stressful situations
- the ability to work well with others
- the ability to create the best conditions for learning or teaching new things to EAL learners
- to be flexible and open to change
- the ability to understand and relate to EAL students' reactions and thought processes
- to be well organised, able to use a calendar, timetable, computer and the main software packages competently

Day-to-day tasks

In this role you could:

- plan and teach lessons, working with small groups and individual students under the guidance of and in collaboration with class teachers
- conduct EAL intervention and booster sessions
- prepare teaching materials and write reports for specific students
- help identified students develop confidence, independence and encourage them to learn
- manage behaviour, mark work and talk to parents and carers about EAL students' progress
- work with specialist teachers to fully support EAL students
- attend relevant workshops and training on EAL sharing outcomes with colleagues

Administration

- To implement the school assessment, recording and reporting procedures;
- To keep an accurate register of students in accordance with the school's policy;
- To fulfil supervisory duties;
- To participate, contribute and if appropriate take the lead role in appropriate meetings with colleagues and parents.

Health and Safety

- To comply with procedures on all matters concerning health, safety and welfare in accordance with the school's policies and procedures;

- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

OTHER ACTIVITIES

- Fostering the general progress and well -being of the individual pupils in any class or group of pupils assigned within the role

REVIEW AND PROFESSIONAL DEVELOPMENT

- Reviewing annually methods of teaching and programmes of work

DISCIPLINE AND WELL BEING

- Maintaining good order and promoting self-discipline among pupils and taking reasonable care of their safety and wellbeing, whilst in the teacher's charge.

Please note that this job description is not an exhaustive list and there may be other tasks not on the job description required at the discretion of the Principal.

Employee Signature:

Date: