

Head of EAL

Job Description



**Queen Margaret's
School for Girls**

Escrick Park, York

Queen Margaret's School for Girls

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,
A family of learning and belonging,
In a truly inspirational setting.

We are somewhere each and every girl can thrive,
Where they'll be happy and healthy,
Grow their knowledge, skills and confidence,
And make friends for life.

Somewhere that's the bedrock for success,
Opens up opportunities and possibilities,
Inspires them to forge their own future,
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,
To realise their potential,
To become the best women they can be,
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

Working at QM

We employ around 170 staff, with over 60 teachers and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site. We operate our own salary scale and all staff contribute to a pension scheme. During term time (in normal times) meals are provided when you are on duty. Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

About the Role

QM is proud to welcome international pupils (representing approximately 35% of students within the school, spread across all year groups and from a variety of nationalities). The Head of English as an Additional Language delivers lessons that prepare pupils fully for participation in the school's academic programme up to and including preparation for university entrance. By doing so, they additionally assist with students' ability to benefit fully from the rich and varied opportunities outside the classroom offered by the school. Lessons adopt an interactive, pupil-centred approach that makes full use of the latest technology to provide girls with a varied, lively and purposeful experience. Different courses and qualifications are appropriate for different pupils, and the department assesses, teaches, supports and prepares pupils individually or in small groups.

Job Description

Job Title: Head of EAL (English as an Additional Language)

Working Hours: 0.8 FTE per week. The hours of work will be agreed on appointment and following discussion with the Senior Deputy Head and Head.

Responsible To: Academic Leadership Team > Head

Salary: Depending on experience

The Head of EAL reports to the Head via the Academic Leadership Team. They are a Teacher and may be a Tutor as well as leader of an academic department.

Key Responsibilities:

- Oversee the assessment of international pupils for whom English is not their first language
- Deliver EAL lessons and/or Academic Study Skills to pupils from a range of linguistic and cultural backgrounds
- Remain sensitive to the expectations of different nationalities whilst encouraging an open and questioning approach to learning that leads pupils to become independent learners
- Work closely with the International Coordinator to support girls throughout their time at QM and identify those where additional support is needed
- Engage in strategic planning and have an awareness of the school calendar and plan of day
- Provide academic support for pupils, as appropriate, through consultations and tutorials, demonstrating a willingness to offer extra advice outside normal class hours
- Act as an advocate for girls receiving support and advise colleagues on how to provide the best possible opportunities for girls in their lessons
- Develop and maintain an encouraging classroom environment in which accepted rules of behaviour are consistently applied
- Select, prepare and use teaching and learning materials appropriate for the pupils being taught and contribute relevant materials to the shared resources on the VLE or elsewhere as appropriate
- Assess pupils throughout their EAL modules, regularly creating, providing and marking both formative and summative evaluations

- Provide detailed oral and written feedback to pupils and other stakeholders, for example, the Head, Senior Tutors, parents and guardians as required and attend all Parents' Conferences and write reports to be sent to parents at the appointed times
- Carry out administrative and record-keeping tasks associated with teaching and assessment (eg accurate attendance records, pupil progress reports, schemes of work, test invigilation)
- Collaborate in the development of schemes of work, assessment materials and handbooks
- Populate the VLE with relevant materials for pupils to access
- Provide support and leadership to the School's International Council
- Attend and contribute to school INSET and training sessions (including Safeguarding training) as required and attend Head of Department meetings and other meetings as required by the Head
- Act as a positive ambassador for the school including attending Open Days and special events designed to market the school, providing expert conversation relevant to the subject and general information about the quality of achievement, learning and teaching at QM
- Keep in contact with outside regulatory, professional and community organisations and, through an online presence, be aware of the developments in their subject
- Perform such other reasonable duties as required by the Head.

Person Specification

The successful candidate will have a proven track record of excellent teaching skills and extensive teaching. They will also ideally have significant experience in the coordination of EAL courses and will have developed particular specialist knowledge in areas such as technology and language learning or assessment techniques. The successful candidate will have a wide knowledge of academic contexts, discourse and disciplines and will be confidently able to adapt teaching materials and syllabus to specific cohorts of pupils.

Attribute	Essential	Desirable
Training and Qualifications	<ul style="list-style-type: none"> ● Undergraduate degree or higher 	<ul style="list-style-type: none"> ● A PGCE ● A recognised EAL teaching qualification at Diploma or Master's level – eg DELTA, or TESOL
Skills, Knowledge and Experience	<ul style="list-style-type: none"> ● Complete command of written and spoken English ● The ability to plan and deliver outstanding, exciting and innovative lessons ● Excellent and up to date subject knowledge ● High levels of competence in the use of ICT for teaching and administration ● A commitment to safeguarding and promoting the welfare of children 	
Personal Qualities and Abilities	<ul style="list-style-type: none"> ● A creative, inspirational and enthusiastic teacher ● A genuine desire to develop students to their fullest potential 	

	<ul style="list-style-type: none"> ● Demonstrably self-reliant, resilient and adaptable ● Evidence of the ability and willingness to contribute outside the classroom ● Willingness to commit to and foster the values and ethos of the school 	
--	---	--

Benefits of Working at QM

- Outstanding setting in a rural location
- Friendly staff team
- Free meals during working hours
- Free onsite parking
- Small class sizes
- Occupational DC pension scheme with an employer contribution of currently 8.4%
- Death in Service benefit
- Free staff swimming sessions on site

Terms and Conditions

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

- The Head of EAL is appointed by the Head on the advice of the Bursar, subject to enhanced DBS clearance and receipt of satisfactory references. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.
- This is a role for 0.8 FTE per week. The specific hours of work will be agreed between the successful candidate and the SLT.
- Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The appointee's salary will be paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay; no overtime is paid but time off in lieu (to be agreed with the Bursar) may be taken when appropriate.
- After three months in post the appointee will be eligible to join QM's own staff pension scheme. This is a contributory money purchase scheme (6% employee and 8.4% employer).
- The appointee will be expected to participate in an annual appraisal process.
- The appointee is required to give the school one terms' notice of their intention to leave this post.
- The post holder, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they make whether in or outside school.
- The post holder should have an interest in and willingness to support all school activities and should discuss with relevant staff opportunities to enhance the school's programme of events.
- Meals will be provided during term time during the hours of work.
- Accommodation is not provided.
- Daughters of the appointee may attend QM, having passed the selection criteria. A fee remission may be awarded at the discretion of the Head.

- The appointment is subject to a probationary period of three months which may be extended following performance review. The contract can be terminated with two weeks' notice by either party during the probationary period.
- All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the school's Child Protection policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the Designated Safeguarding Lead and Head.

How to Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: recruitment@queenmargarets.com.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.