

Hampstead Fine Arts College: Job Description for EAL Tutor

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Role	EAL Tutor
Accountable to:	Head of English and Deputy Head Pastoral
Accountabilities (in addition to those required of a qualified teacher)	1. Teaching and learning • Planning and preparing relevant material and activities to teach the classes allocated, according to academic policies • Setting and marking students work regularly and appropriately in line with College policies; recording marks, monitoring progress and writing reports as required. • Carry out teaching duties in line with the professional standards of the College and the teaching profession • Participating in the arrangements for preparing and assessing students work for public examinations. • Cooperating with colleagues to support students with EAL needs both in and outside the classroom. • Participating in the Staff Appraisal Scheme and cooperating with the appraiser. Ensuring subject knowledge and teaching skills are kept up-to-date. • Being available at all reasonable times during the College day and during College holidays when necessary at pre-arranged times. Covering for absent colleagues. • Ensuring a high standard of tidiness is maintained. • Attending Departmental Meetings and general Staff Meetings, and participating in smaller working groups as appropriate. 2. Pastoral • Be committed to the safeguarding and promoting of student welfare. • Sharing in the pastoral responsibility for all students in the College, liaising where appropriate with Tutors, Heads of Year and the Senior Management Team. • Maintaining good order and discipline among students, safeguarding their welfare, health and safety at all times when they are the responsibility of the College. Being familiar with the College policies on child protection, discipline and health and safety.

	3. General • Sharing in supervisory duties and general duties; upholding good standards of behaviour, dress and punctuality among students. • Attending and contributing to as is reasonable, other College activities, events and trips, playing an active part in wider aspects of College life.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Hourly rate: £30-£40

Person Specification

Skills Required

Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well. Strong analytical mind.	Essential

Knowledge Base

Excellent professional knowledge and understanding	Essential
Excellent subject knowledge	Essential
Understanding of national and examination curricular requirements of the subject.	Essential
Up to date with professional developments in the subject and other aspects of education	Essential

Qualification/Attainment

Qualified teacher status		Desirable
Good honours degree	First or upper second	Desirable
Relevant SEN qualifications		Desirable

Experience

Experience as a EAL teacher from KS4-5	Essential
Experience of teaching	Essential

Attitude/approach

Ability to enthuse students	Essential
Possess a positive attitude	Essential
Flexible and firm with the ability to know when to be either	Essential
Enjoy rising to the challenges inherent in a College environment	Essential