

Role Description

Academic Support – EAL/D Teacher

Reports to: Head of Academic Support; and the Head of Teaching and Learning

Employment type: Full-time, Maternity Leave

The role of the English as an Additional Language or Dialect (EAL/D) Teacher is to assist students in the regular EAL/D classes who require English language support. The main aim of the EAL/D support program is to promote the successful acquisition of English language skills in order to foster effective communication and linguistic competence.

Professional Responsibilities

As a member of the Academic Support Department, the EAL/D Teacher reports to the Head of Academic Support. You will have responsibility for leading the following activities and delivery of the following key tasks:

- Conduct assessment of eligibility in the EAL/D program
- Create a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students
- Guide the learning process toward the achievement of established curriculum goals, establish and communicate clear objectives to the students for all lessons, units, and tasks
- Administer specialised EAL/D assessments
- Strive by instruction and action to employ the Fidelis model through instructional goals and objectives, and performance expectations
- Assess the accomplishments of students on a regular basis, provide progress reports as required, and communicate with teachers
- Employ a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including current technology and whole-group/small-group or individual learning
- Prepare for classes and show written evidence of preparation upon request of the Head of Academic Support
- Teach and plan lessons for the English Language Skills elective courses in Years 8 to 11
- Provide in-class support across different subject areas
- Manage allotted learning time to maximise student achievement
- Participate in in-service and staff development activities and staff meetings
- Maintain an ongoing program of professional growth
- Participate in curriculum related and programming activities that are a part of the Academic Support Department program
- Provide staff with relevant information about cultural and family backgrounds of EAL/D students (not International Student status) in partnership with the Coordinator of International Students
- Guide English Language Learners toward gaining knowledge and skills in order to become productive citizens by increasing English proficiency in listening, speaking, reading and writing
- Consult with classroom teachers and Heads of Department in regard to assessment tasks and examinations
- Work closely with class teachers on the development, implementation and evaluation of teaching programs
- Assist teachers to develop strategies that will enable students to reach a functional level of English language literacy
- Create Learning Profiles for EAL/D students in consultation with Head of Academic Support.
- Liaise with the Registrar and Year Coordinators concerning the status and pastoral care of international students in partnership with the Coordinator of International Students.

- Coordinate the study of students undertaking a language externally.

Identification of Students

Students are identified on enrolment or by teachers and referred directly to the EAL/D Teacher through defined and structured procedure. An assessment is then given to highlight those areas of language skills where assistance is needed, and a recommendation is made for future support.

Qualifications

- Teaching Qualification/s
- Relevant experience teaching EAL/D students

Essential Attributes

- A thorough understanding of the Australian Curriculum and a willingness to embrace Meriden's inquiry learning focus
- Innovative life-long learner
- Displays excellent interpersonal and communication skills, and a high level of collaborative practice
- Positively contributes to and works as an effective team member
- Possesses a broad and deep understanding of current educational issues, curriculum development, and pedagogical theory
- Represents the School proudly and appropriately, with high standards of speech and attire
- Displays clear and effective written and oral communication skills
- Demonstrates proficient ICT skills and expertise
- A willingness to embrace and enhance the Christian ethos and practice of Meriden, as an independent Anglican School for girls
- Loyal to the Principal and publicly supportive of her decisions.