



## Job Description

### Primary Leader of Learning, Language Acquisition (EAL and Primary HoLa)

<b>School:</b>	Primary
<b>Allowance Group:</b>	C
<b>Teaching Allocation:</b>	60-65% of contact periods (no specific teaching requirement but as required through cover implications or specific 1:1 support)
<b>Reports to:</b>	A member of the Primary Leadership Team (PLT) (usually a Senior Teacher)
<b>Direct Reports:</b>	EAL department members

### Role and Position in the Organisation

To provide professional leadership and management of Curriculum Development and Planning within the Primary English as an Additional Language (EAL) Department in order to secure high-quality learning to inspire students to fulfil their potential.

The Primary Leader of Learning, Language Acquisition has responsibility for:

- key developments in a specific unit or Key Stage;
- leading the Primary EAL teachers and instructors to secure the highest level of progress and achievement for each individual student;
- ensuring that the curriculum offered is engaging, resourced and accessible to all students;
- developing strategies to support students' home language skills;
- supporting class teachers to effectively teach all multilingual students;
- being accountable for students' progress and learning outcomes.

### Responsibilities, by area

#### ***Goal 1: Teaching to Support Learning***

**Strategic Area 1 - Teaching and Learning - the Primary Leader of Learning, Language Acquisition will:**

- ensure that the Professional Standards for Learning and Teaching form the core values of the Department and are the basis for lesson planning and delivery;



- manage teachers and instructors to ensure the curriculum is delivered effectively and has a high impact on student learning;
- monitor the standards of teaching and learning through a variety of strategies and techniques (including co-teaching models);
- monitor and track student progress and work with staff to ensure appropriate strategies are implemented to support the individual needs of students;
- collaborate with and advise class teachers on appropriate teaching strategies for multilingual students, including aspects of Home Languages;
- work with the EAL teams across the school, and other Curriculum Leaders/Key Stage work to ensure that an environment is created that is safe, well-resourced and challenging and one in which students will achieve the highest standards;
- Leaders to develop the curriculum to ensure it is accessible by all students and that they can reach their full potential as independent learners;
- ensure the recording of assessment data is consistent with school requirements;
- ensure that appropriate feedback is consistently given to students during the course of the year;
- assist in the administration of formal assessments, both formative and summative;
- be a lead practitioner;
- support and advise the curricular and extra-curricular programmes for Home Languages;
- reflect systematically on the area of responsibility so as to plan for the developments of the subject;

**Strategic Area 2 - Professional - the Primary Leader of Learning, Language Acquisition will:**

- lead the building of a unified, collaborative and productive team;
- encourage and promote staff development opportunities;
- ensure that the Performance Management system is effectively implemented for the allocated staff;
- keep abreast of current initiatives, changes and strategies linked to the curriculum development and provision for multilingual students (EAL and HoLa);
- commit to an ongoing programme of Continued Professional Learning (CPL), both formally and informally;
- provide advice in the recruitment of EAL staff and to assist with their induction;
- work with team members to support whole school PM strategies;
- support staff in setting appropriately challenging goals for students and classes;
- guide staff in the use of data to inform practice;
- attend all compulsory Continuing Professional Learnings (CPL) sessions linked to student safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS).;



- assist with or lead CPL opportunities on all aspects of language acquisition for members of the Primary and/ or Secondary staff.

**Strategic Area 3 - Culture and Communication - the Primary Leader of Learning, Language Acquisition will:**

- ensure that communication between subject teachers, students and/or home is timely, occurs when necessary and is recorded appropriately;
- communicate to parents and other interested parties an accurate outline of the curricula offered at each year level;
- ensure discipline issues are effectively managed within the Department and reported to Leaders of Learning and Welfare, Learning Support Teachers, Class Teachers and, if appropriate, Assistant Principals;
- ensure that reports across the subject/ Key Stage are of a high standard, are completed according to published deadlines and communicate information effectively and appropriately;
- contribute to school publications, especially curriculum booklets, newsletters, term magazines and other external publications as appropriate;
- participate fully in the life of the Primary School;
- ensure exemplary standards of behaviour and personal responsibility.

***Goal II: We align our structures, policies and practices to support learning***

**Strategic Area 1 - Policy and Planning - the Primary Leader of Learning, Language Acquisition will:**

- ensure the production of consistent long, medium and short-term planning within the defined curriculum area according to agreed formats;
- review units offered and propose additions, amendments and alternatives;
- inform decisions on relevant curriculum matters;
- ensure all policies but especially those related to recording and reporting are understood and adhered to by all of the Department members;
- support and actively promote full integration of the school's Language Policy, the EAL policy and the Home Languages policy into all other school policies on curriculum and pastoral related matters;
- help plan, co-ordinate and document the school's arrangements and strategies for supporting and identifying students who require additional EAL support;
- link work within the department to the school development plan;
- understand and adhere to the Student Safeguarding Policy, Code of Conduct and methods of reporting a concern.



**Strategic Area 2 - Finance and Resources - the Primary Leader of Learning, Language Acquisition will:**

- submit an annual budget forecast based on the requirements of the Language Acquisition Development Plan and known expenditure requirements;
- manage an annual budget: submitting orders (having considered best value), ensuring efficient stock control and maintaining appropriate records;
- ensure that resources are appropriately stored maintained and deployed.

**Strategic Area 3 - Admissions - the Primary Leader of Learning, Language Acquisition will:**

- assess new students applying to the school and write a report on their language skills;
- ensure that assessment advice to the Principal is in line with the school's admissions policy;
- provide advice to the Leader of Learning and Welfare on placement for new EAL students;
- ensure that new students on the EAL programme transfer smoothly into their class and positive relationships are developed with the parents.

**Strategic Area 4 - Health and Safety - the Primary Leader of Learning, Language Acquisition will:**

- ensure school health and safety protocols are adhered to within the Department and around school;
- safeguard students against all foreseen risks.

**Strategic Area 5 - Facilities - the Primary Leader of Learning, Language Acquisition will:**

- maintain and develop the facilities within the Department to support student learning.

**Primary Leader of Learning, Language Acquisition: Safeguarding Responsibility**

Bangkok Patana School is committed to keeping students protected, safe and secure.

***Key safeguarding responsibility:***

To support the Designated Safeguarding Lead by providing guidance and direction to staff in line with the Patana Safeguarding Policy and Staff Code of Conduct.

***Responsibilities***

- To ensure that staff in your team know how to respond to an initial disclosure, who to inform, and how to record the information.



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- To make safeguarding a regular item on team agendas, including reminders to delete student images from any personal devices.
- To keep staff informed about any changes to policies and procedures.
- To make Safeguarding procedures and disclosure forms accessible to staff in shared areas and staff rooms.
- To liaise with the Trip Organiser re Staff, Student and Hotel/Resort Codes of Conduct and Guidelines for Hotels and Resorts when planning for Trips which require overnight provision.

For roles which involve student changing facilities or 1:1 instruction

- To ensure that 1:1 instructors know how to respond to an initial disclosure, who to inform, and how to record the information.
- To help parents, nannies and other visitors understand our Safeguarding requirements.

These duties will be developed into short and longer-term targets in consultation with the post-holder.



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## **Bangkok Patana School**

### **Mission**

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

### **Vision**

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

### **Values**

#### **Well-being**

##### **We are**

Protected, safe and secure  
Motivated and engaged  
Responsible and honest  
Kind and compassionate  
Balanced and fulfilled

#### **Learning**

##### **We are**

Rigorous  
Inquisitive and creative  
Collaborative and confident communicators  
Critical, reflective thinkers  
Passionate, resourceful and resilient

#### **Global Citizenship**

##### **We are**

Committed to integrity  
Active volunteers  
Diverse and inclusive  
Ethical and informed  
Empowered by our interculturalism  
Inspired to improve global sustainability  
Respectful contributors to digital and local communities

### **Student safeguarding**

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.