

Candidate Brief

EAL Specialist Teacher



Haileybury

Haileybury is a leading co-educational independent boarding and day school in Hertfordshire with around 900 pupils, aged 11 to 18. Founded in 1862, Haileybury is a school that is rooted in history and tradition, but which is innovative and progressive.

Haileybury has an outstanding reputation in the UK and internationally and was judged “*excellent in all areas*” by ISI in October 2022.

We are thrilled that Haileybury has been awarded the prestigious title of Boarding School of the Year 2024 by Tes.

Situated on a beautiful 500-acre estate within easy travelling distance from London, Cambridge and various international airports, Haileybury offers a world of opportunity for pupils within a happy and purposeful community.

Haileybury is an **academically selective** school that creates learners who are ambitious, intellectually curious, imaginative and collaborative. Inspectors described pupils as “happy learners who appreciate the value of the broad education they receive and who enjoy the process of learning”.

We have a comprehensive system of **pastoral care and wellbeing**. Our House structure is led by an outstanding wellbeing team and Haileybury has onsite Health and Wellbeing Centres including a Counselling Service available to pupils and staff.

The **extensive co-curricular offering** at Haileybury provides a breadth of opportunity, and depth in terms of specialist provision. Pupils enjoy both individual and team successes at national and international level in sport, as well as achieving national awards in the performing arts. Through experiencing the co-curricular programme our pupils develop character, resilience and self-confidence.

Haileybury is **ambitious and thought leading**. For example, our new state-of-the-art SciTech Project includes laboratories that will house our research collaboration with professors from Stanford University allowing pupils to take part in real-life scientific endeavour.

We place great emphasis on playing our part in **the wider community**. The School has a vibrant and inclusive Chaplaincy and community outreach programmes support the School’s central value of service to others.

Haileybury has a strong **international dimension**, with two partner schools well established in Kazakhstan, a school recently opened in Malta and further schools due to open in Bangladesh and South Korea. Haileybury also proudly sponsors our academy partner, Haileybury Turnford, in the UK.

Our goal is for pupils to leave Haileybury with **a passion for learning, a strong sense of their own identity and respect for others**.

The Role

The School is seeking an experienced, innovative and self-motivated EAL/ESL Specialist Teacher to join a forward thinking and ambitious Learning Support team.

The candidate will hold TEFL/TESOL certification, or equivalent, and will teach and support international pupils with their learning of English. The post holder will be responsible for the planning and delivering whole School EAL initiatives to support pupils for whom English is not their first language. They will also plan and implement schemes of work suited to individual needs, and maintain an up-to-date EAL/ESL register alongside any further EAL screenings.

The successful candidate will be able to demonstrate a range of fundamental skills required for the delivery of the EAL curriculum, adapted to meet the needs of those pupils. You will be a passionate and committed advocate for working with pupils who have language barriers and comfortable teaching adapted lessons from Lower School (Year 7) through to Upper Sixth. The post holder will also be expected to be committed to improving educational outcomes for pupils with ESL needs, to lead professional development through example, and to support and co-ordinate the provision of high-quality professional development.

This is an important role that will significantly enhance the profile of our EAL pupils and the needs of the Learning Support Department.

Duties

- Support the work of learning support, teaching assistants and teachers working with pupils with an EAL profile.
- Work closely with the Head of Learning Support and SENCO, keeping staff regularly informed of pupil progress, interventions and the support in place, and highlighting, where necessary, changes and developments needed.
- To work alongside the Learning Support team and play a key role in delivering direct teaching to small groups of pupils as part of their curriculum.
- To assess, monitor and evaluate identified pupil's baseline and progress, and communicate these needs with the appropriate staff.
- To plan and support interventions in and out of the classroom with pupils who require additional mentoring to achieve their full potential. This may include the whole group, small group and 1:1 support.
- To communicate on an ongoing basis, with the Head of Learning Support and SENCO, and the wider teaching staff, regarding specific needs and support of individual pupils.
- Use a range of learning strategies appropriate to the needs of the learners and regularly review and adapt materials in response to both internal and external factors such as learner feedback and new research.

- Maintain contact with parents/guardians, education providers and other agencies as appropriate, about their children's / pupil's progress.
- Attend meetings and training workshops.

Key responsibilities:

- Ensure the best possible academic outcomes for pupils through planning, preparing and delivering courses and lessons to a high standard.
- Assess, mark, record and report on the development, progress and attainment of pupils in line with School and Departmental policy; providing timely and supportive feedback to pupils on their work following the agreed policies in the Staff and Departmental Handbooks with regard to such matters as programmes of study, teaching methods, supporting pupils with Learning Support needs and homework (prep).
- Differentiate teaching according to the educational needs of individual pupils, including those with Learning Support requirements.
- Prepare and deliver engaging lessons in a positive and purposeful learning environment.
- Keep up-to-date records of pupil attainment to inform pupil tracking. Produce individualised reports on the development, progress and attainment of pupils and attend all parents' evenings.
- Advise on and co-operate in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment. Assist Head of Department in the planning and preparation of new schemes of work and contribute to departmental resource banks.
- Prepare pupils for public examinations and assist with preparation, invigilation and assessment of internal examinations.
- Attend INSET and other opportunities for training and participate in the School's professional development programme.
- Provide guidance and advice to a tutor group, as part of a wider team of year group and House tutors following the expectations set out in the Staff Code of Conduct.
- Supervise pupils as part of a House tutor team; this will include carrying out an evening House duty and occasional Saturday evening and Sunday commitments.
- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School premises and when they are engaged in School activities elsewhere.

In addition to the above, all teachers are expected to play a full part in the wider co-curricular life of the School, which includes leading and supporting activities beyond the classroom. Staff are responsible for maintaining good order and discipline among the pupils, and all staff share a responsibility to safeguard pupils, and to ensure pupils' health and safety.

Person specification

Experience

- Hold a BA degree, plus ideally, a postgraduate qualification in education (i.e., PGCE/GTP/Teach First route) from a UK university.
- Hold a TEFL/CELTA qualification, or equivalent, or be willing to take on this qualification within the first year of post.
- Have a proven track record of excellent classroom and pedagogical practice in delivering EAL lessons. This does not have to have been in the UK.
- Have a good ability to use IT to support teaching and learning.
- Be able to engage, motivate and support pupils, staff and parents.
- Be a reflective practitioner with the ability to think creatively and innovate those of whom English is not their first language.
- Have experience in leading staff in developing their knowledge and expertise in working with EAL pupils.

Skills

- A good understanding of developing and delivering a quality curriculum and learning experience for young people with English as an additional language, ensuring the School is in line with regulatory requirements.
- Work with individuals, or small groups to assist in the delivery of the planned curriculum who have chosen our EAL pathway.
- The ability to communicate with House staff, academic staff and parents as required.
- Willingness to undertake training and development relating to the role including working with outside agencies and other schools in this area.
- A hard working and flexible attitude with a passion for working with children. The ability to work as part of a team.
- The ability to be creative and use initiative to engage children.
- The ability to work under pressure, with enthusiasm, motivation and commitment.

Development and Support

Professional development and learning sit at the heart of our school, and the successful post-holder will be joining a vibrant intellectual community.

They will receive bespoke, individualised support from their line manager and access to our comprehensive professional development programme.

Our teaching body is collegiate and supportive. The Common Room is welcoming and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre as well as, a Counselling Service and a resident Chaplain.

Equality, Diversity and Inclusion

Haileybury is an equal opportunities employer and is committed to treating all employees and applicants equally irrespective of any protected characteristic.

The School is committed to its strategy of diversity and inclusion and encourages applications from staff with diverse backgrounds. In this way, the School wishes to enrich the collective knowledge and experience of its staff body. Staff are encouraged to contribute their ideas in order to help shape a curriculum that explores a range of perspectives, and meets the needs of our diverse pupil body.



Travelling to Haileybury

Air

London Heathrow (50 minutes by car), London Stansted (30 minutes by car) and London Luton (40 minutes by car) airports are within easy reach of Haileybury. London Gatwick Airport (75 minutes by car) is only slightly further away. All are served by rail links to central London.

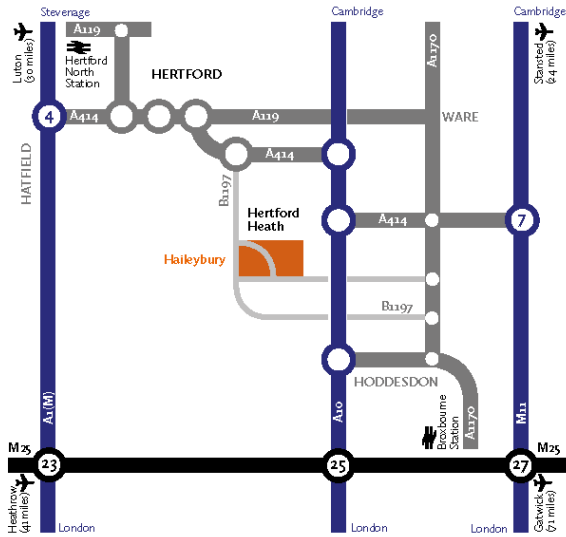
Rail

There are two main line railway stations close to Haileybury. Hertford North to London (Moorgate or King's Cross) is a 40-minute journey. Broxbourne to London (Liverpool Street) is 35 minutes. Hertford North is a five-minute car ride from Haileybury and Broxbourne is 10 minutes away.

Road

Haileybury is conveniently located close to the A10 and easily accessible via the M25, A1(M), M11 and A414.

- From the South East: Leave the M25 at junction 25 to join the A10 north (Cambridge), exiting the A10 at Hoddesdon.
- From the South West: Leave the M25 at junction 21a to join the A405, then the A414 to Hatfield and on to Hertford. The B1197 leads to Hertford Heath village.
- From the North: Leave the A1(M) at junction 4 for the A414 to Hertford, or leave the M1 at junction 7 (St Albans) for the A414 to Hertford.
- From the East: Via the M11 leave at junction 7 (Harlow) for the A414 to Hertford.



HaileyburyUK

Hertford Herts SG13 7NU

01992 706 200

haileybury.com

Registered charity number 310013

