



MALVERN ST JAMES

Girls' School

POST OF

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) TEACHER

Permanent

**Salary Scale: MSJ Coaching Scale
Required for September 2020 or soon thereafter**

MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day school for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the school has excellent transport links, with Great Malvern station situated just opposite the main school building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in school until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

We offer staff who come to work at the school:

- the opportunity to teach highly motivated, talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Offer of appointment is subject to satisfactory references and DBS checks.

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd. It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk

The EAL Provision at Malvern St James

International students may have extra one-to-one tuition with a specialist English as an Additional Language (EAL) teacher if it is thought their academic progress is hampered by their level of language. In addition, curriculum EAL classes are held in Years 9, 10 and 11. Timetabled classes to prepare students for IELTS (the English language qualification required by International students who do not have GCSE or IGCSE English Language) are held in Years 12 and 13.

Our aim is for each student to become an independently active learner and to benefit from all areas of the curriculum, at the same time as tackling and progressively mastering the intricacies of the spoken and written language. We work in partnership with parents and staff to enable each student to achieve her very best at school. Our priority is teaching and learning and we promote a whole-School approach to supporting students as individual learners.

All students and especially those with EAL have achieved outstanding success because of the quality of teaching and learning at Malvern St James. Teaching within the department is cumulative and flexible according to continuous informal assessment of the needs of the individual student. Each lesson covers a variety of activities and considers the learner's strengths and learning styles. We ensure that students know how they learn and encourage them to develop their own successful strategies to overcome difficulties. The provision embodies best practice, constantly exploring new teaching ideas, methods and materials to ensure that every student has access to the best and most successful resources.

Model United Nations is just one of the huge variety of extra-curricular activities organised by mainstream staff, ranging from sport to music to debating, which stretch and broaden the learning experience for all our students.

The Role

A dynamic EAL teacher is sought to teach IELTS to Sixth Form pupils and EAL to individuals and small groups. The CELTA qualification (or equivalent) is required (graduate teacher required). Liaison with pupils, parents/guardians and other staff is expected as appropriate.

The successful candidate will offer support with teaching English as an additional language to international students from 11-18 years of age. They will help girls to develop proficiency in English in order to access their curricula, support them in becoming independent learners and participate fully in the community life of the school.

Candidates will have experience of teaching IELTS and English as an Additional Language to Keys Stage 3 and 4 students. In addition, English Language and Literature up to GCSE would be advantageous, as this forms an integral part of the support offered.

A degree of flexibility is required due to the varying need of demand. The successful candidate must be available to teach both daytime and evening classes. Most of the lessons will be taught on a one-to-one basis.

JOB DESCRIPTION

English as an Additional Language (EAL) Teacher, reporting to the EAL Co-ordinator.

Purpose of the job

To teach IELTS to Sixth Form students preparing for IELTS examinations and teach English as an Additional Language (EAL) to key stage 3 and 4 students.

List of tasks:

- To teach pupils preparing for IELTS examinations.
- To teach students with EAL on an individual basis following an appropriate individual education programme to facilitate learning across the curriculum.
- To encourage each student to achieve her full potential in line with the aims of the School.
- To develop study skills with all EAL/IELTS students to promote learning and organisation as well as presentation of work.
- To help prepare Individual Educational Plans (IEPs) and to write reports as per the School reporting system.
- To establish a co-operative relationship with all assigned students and foster each student's self-esteem.
- To develop each student's thinking skills and encourage her to become an active and independent learner.
- To contribute to the pastoral care of girls taught 1:1.
- To keep records of attendance at lessons as well as outlines of work covered and collect evidence of progress.
- To prepare individual students for external examinations as appropriate.
- To liaise with all teaching and pastoral staff to share knowledge of individual student's difficulties and achievements and to advise teaching staff how to enable girls to advance within the curriculum.
- To keep abreast of continuous developments in the area of English as an Additional Language as well as participate in relevant workshops, seminars and courses.
- To attend Department, Staff and Parents' meetings as required and participate in the smooth running of the English as an Additional Language Department. In particular

this includes a regular fortnightly meeting in term time and three 1hour (paid) full Departmental meetings during the year.

- To work collaboratively to achieve the overall purposes of the School.

All school staff are expected to:

- a. Support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata basis
- b. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- c. Contribute to the school's programme of extra-curricular activities
- d. Support and contribute to the School's responsibility for safeguarding students
- e. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- f. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- g. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- h. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- i. Engage actively in the performance review process.
- j. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations
- k. Undertake other reasonable duties related to the job purpose required from time to time
- l. Adhere to School Safeguarding and Child Protection Policies.

BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Death in Service Cover.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Other benefits include:

- **Fee remission**
- **Lunch provided**
- **Onsite Pavilion Café**
- **Access to Massage**
- **Access to Reflexology**