



# MALVERN ST JAMES

## Girls' School

**POST OF**

**HEAD OF EAL**

*Required from start of Summer term*

**Full Time**

**Permanent**

**Malvern St James Teachers' Pay Scale  
plus Management Allowance  
and Time Allocation**





## **MALVERN ST JAMES LTD**

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an ‘Outstanding’ inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of ‘Excellent’ in the ISI’s Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in

the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is 'full of girls who are going to change the world'!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary

## **EAL Provision at Malvern St James**

Malvern St James welcomes international students every year and seeks to enable them to make the best of their opportunities during their time at the School. For some, English may be their first language, whereas for others it will be their second or even third language. All prospective international students, where English is a second or third language, are assessed on entry for their English fluency by EAL specialists as we want to be confident of their ability to access learning across the curriculum for their key stage. We seek to tailor learning to the individual. International students whose first language is not English very likely 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 and 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.

## **Staff & Ethos**

The department currently consists of the Head of EAL and four other EAL teachers. The department is located within the main school building, sharing an office and individual teaching rooms with the Learning Support Department. All the EAL teachers work very closely with subject teachers and Heads of Subject, in order to meet the EAL needs of our pupils.

## **The Role**

A dynamic EAL expert is sought to lead and manage the excellent work of the EAL Department, overseeing a team of skilled practitioners. They will also be a Form Tutor. Candidates should be graduates – a PGCE is desirable. The CELTA qualification (or equivalent) is required. One-to-one teaching is the core activity, plus IELTS class teaching, EAL class teaching and small group work; liaison with pupils, parents/guardians and other staff is expected as appropriate, along with attendance at parent/teacher meetings. The Head of EAL also has an important role in admissions and screening processes, as well as the formation of the EAL 1:1 timetable.

## Head of EAL Job Specification

### Accountability

The Head of EAL is accountable to the Headmistress via the Director of Teaching and Learning who they report to .

**Responsible for:** Members of the EAL Department.

### Purpose of the Job

The Head of EAL will be expected to:

- teach EAL and IELTS
- lead and manage the EAL team efficiently
- uphold the Teachers' Standards for their department
- support the visions, aims and objectives of the School
- be committed to the values and culture of the School, centred around its Boarding ethos
- be committed to the longer-term development and promotion of the Department
- promote outstanding teaching and inspire a love of learning within the department
- implement whole school policies within the department
- liaise with the Director of Teaching and Learning, and the Senior Leadership Team in assessing the effectiveness of the School policies in relation to the department and recommending improvements in line with best practice
- keep abreast of developments within EAL and be committed to ongoing training and personal development
- undertake evening, weekend and other duties as required

### Particular Responsibilities

The Head of EAL is responsible for:

- the welfare and deployment of staff within the EAL team
- the well-being and progress of all pupils in its care
- being fully versed in and compliant with all the School's Child Protection (Safeguarding) policies and procedures
- planning and implementing the departmental Schemes of Work, where applicable
- the development and implementation of departmental marking, recording and assessment policies
- ensuring that departmental policies conform to whole-School policies and that members of the department implement them
- formation of the EAL 1:1 timetable both at the start of the academic year and making changes where necessary throughout the year
- delivering and organising the IELTS lessons and qualifications, working with Head of Sixth Form and the Examinations Officer where necessary
- assisting the Admissions Department and wider team in the setting and marking of relevant Entrance papers and interviewing prospective EAL pupils when requested to do so; also in advising on suitability during the decision-making process.
- liaising with subject teachers, Heads of Subject, Heads of Year and Head of Assessment and tracking in order to maximise pupil attainment
- the departmental budget and deployment of departmental resources
- the department classroom(s) including quality of displays and subject promotional materials
- departmental INSET training and professional development
- keeping abreast of both academic and administrative developments within the subject area
- implementing the formal requirements of the school's Health and Safety Policy within the department
- the annual review and evaluation of the department's performance
- developing cross-curricular links with other Heads of Subjects and departments as appropriate

## Key Tasks

The Head of EAL is required to:

- contribute to the selection for appointment and professional development of other teachers and non-teaching staff in the EAL team, including the induction and assessment of new teachers
- be aware of staff absences and ensure that work has been set and cover arranged
- maintain good order and discipline among the pupils and safeguard their health and safety when they are under the care of the department
- undertake duties as a Form Tutor, as outlined in the Staff Handbook
- monitor the performance of the department and its individual members regularly
- monitor the progress of all EAL pupils
- prepare reports for all students taught, ensuring consistency and accuracy across all reports written by staff within the department
- contribute to the School Development Plan and the School Self-Evaluation Form
- produce and annually update the EAL Subject Development Plan, as well as an annual Subject Self-Evaluation
- write/update the EAL Departmental Handbook and plan; review and evaluate Schemes of Work
- promote the EAL provision at Open Days and other such events
- write inserts for prospectuses and other such marketing documents
- attend meetings of the Heads of Subjects and report back to members of the department all decisions on policy or practice made at such meetings
- conduct regular, minuted meetings of the department, to ensure coordination of policy and its implementation
- allocate delegated responsibilities within the department
- attend full Staff Meetings and Parents' Consultations and present departmental policy to staff and parents, as necessary, including training where necessary
- provide an annual evaluation of external examination results of EAL pupils to help with progress tracking and value added, where relevant
- draw up the departmental budget, order or authorise the ordering, allocation, maintenance and repair of stock, equipment and materials, in liaison with the Director of Teaching and Learning and the Finance Manager
- undertake evening, weekend and other duties as required
- perform duties as agreed with the Headmistress from time to time

## Accountabilities

### Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Head.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in department schemes of work and departmental plans.
- Take a role in testing and selection of candidates at 11+, 13+ and 16+.

### Leadership and management of others

- Lead the department, inducting, developing, deploying, motivating and appraising staff where relevant to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- Encourage members of the department to develop their leadership potential and to share and develop new ideas.
- Manage day to day requirements such as examination entry and departmental timetables, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.

- Regularly review departmental policy and practice to ensure that they are used effectively and consistently, as well as share and develop ideas, including keeping departmental handbooks updated on an annual basis.
- When needed, Chair weekly departmental meetings and ensure that they are used effectively to review performance and to share and develop ideas for effective teaching and learning, including the sharing of good practice and maintaining excellent health and safety standards. Meetings should regularly consider actions designed to meet the needs of girls with SEND, EAL or the More Able, as well as ensure Health and Safety compliance. Departmental meetings should be accurately recorded in minutes sent to the whole department, and saved on Microsoft Teams for school central records.
- Attend all Heads of Department meetings, Academic Development Committee meetings and INSET as relevant, as well as promote the subject within the school.
- Adhere to the MSJ management policies and participate in arrangements, including those on new staff induction and probation, appraisal and CPD, to ensure effective performance review, support, training and development of colleagues within the department.

### **Teaching and learning**

- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are MSJ specific or if drawn from generic sources, appropriately customised and continuously developed in collaboration with colleagues to promote innovation and best practice.
- Ensure that the departmental handbook is used regularly, and reviewed and modified annually to ensure high standards of teaching and learning.
- Monitor pupils' work and the classroom practice of those in the department, including the marking of pupils' work to ensure that a consistently high standard is maintained and school objectives and policies are adhered to.
- Keep up to date with developments in the teaching of the subject, examinations and education in general to ensure that best practice is adopted within the department.
- Ensure the department is effective in meeting the needs of all pupils, including those with SEND and the More Able and that practice within the department is consistent with school objectives. Work closely with the Head of Learning Enrichment, Learning Support and teachers.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Monitoring and supporting the use of Microsoft Teams and iSAMs, including maintaining the departmental resources on MS Teams and Class Notebook.
- Developing cross-curricular links with other Heads of Subjects and departments as appropriate.
- Liaising with the School's Preparatory Department and the transition to the Senior School.

### **Marketing and external links, including public occasions**

- Actively promote the department within the school community
- Contribute to the positive promotion and marketing of the school in the local and wider community, including through the department pages on the portal and external website.
- Lead the department's contribution to marketing events and external links.

### **Management of resources**

- Monitor and control the department's allocated budget in line with school policies.

- Identify future resourcing needs and aspirations for the department, keeping the SLT informed.
- Ensure that all resources and practices are fit for purpose and used in accordance with Health and Safety guidelines.

### Monitoring, evaluation & assessment

- Where relevant, ensure that within the department individual pupil progress is regularly assessed, centrally recorded both in the teacher mark (ideally on iSAMs) and used to inform teaching.
- Where relevant, use relevant performance and benchmarked data, and organise for the moderation of key year group topic and examination assessments, to ensure that high standards of learning are achieved and maintained.

### Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development.
- Work with the Senior Leadership Team to support whole school inset provision.

### General requirements

All staff are expected to:

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

### PERSON SPECIFICATION

Criteria	Essential or Desirable	How this will be assessed
CELTA qualification, or equivalent (and preferably a teaching qualification)	Essential	Application
Experience of teaching EAL throughout a school including supporting A Level pupils	Essential	Application/Interview
Evidence of a range of teaching and learning strategies	Essential	Interview/Assessment
Ability to lead, inspire, empower and motivate	Essential	Interview

Capacity to lead a successful team of enthusiastic staff	Essential	Interview
Excellent communication skills	Essential	Interview
Good organisational and planning skills	Essential	Application/Interview/Assessment
Ability to prioritise the workload of self and others and to work flexibly to tight deadlines	Essential	Application/Interview
Be a team player and adaptable	Essential	Interview
Commitment to safeguarding of children	Essential	Application/Interview
A positive attitude to self-development and own learning	Essential	Application / Interview
Be proficient in the use of IT in the classroom	Essential	Interview/Assessment
Management experience in either an academic or pastoral role	Desirable	Application
Teaching qualification	Desirable	Application
An understanding of independent education and the boarding ethos	Desirable	Application/ Interview

## GENERAL REQUIREMENTS

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 Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

## 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, which includes Death in Service Cover 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.

**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 and regular competitions.

**Other benefits include:**

Fee remission  
Lunch provided

