

RECRUITMENT PACK



CULFORD SCHOOL JOB DESCRIPTION

Head of EAL: Senior School

- Start date: **September 2025**, Full time
- Accommodation may be available on site for a candidate who is also interested in a boarding role
- Salary: dependent on qualifications and experience
- Application deadline: **Tuesday 4 March, 9am**
- Early applications are encouraged and the School reserves the right to interview before the closing date in order to secure the right appointment
- Interviews: **Tuesday 11 March**

Overview of the Role

We are looking to appoint an innovative and dynamic Head of EAL to lead the Senior EAL department and teach pupils from Year 9 to Year 13. This is an excellent opportunity for a suitable candidate to contribute to our vibrant international community, and to ensure the continued success of our pupils.

EAL at Culford

The EAL Department supports international pupils, who come from nearly 30 countries worldwide. Some pupils attend for one year to experience a British boarding school and to improve their English. Others join us from an earlier age and stay longer so that they can take GCSEs and A-levels.

EAL is taught to all pupils who need to develop their academic English skills. The classes are small and this allows for a flexible approach to teaching to meet the needs of the varied range of pupils. Occasional one to one support is provided, when necessary. Fourth Form and Lower Fifth (Year 9 and 10) pupils generally take one of the Cambridge English suites of examinations, depending on their ability. Upper Fifth (Year 11) pupils take Cambridge iGCSE English as a second language, or English First Language. The latter course is delivered by the English department. IELTS can be studied in the Sixth Form and most pupils achieve the band they need for university at the end of the Lower Sixth (Year 12).

The EAL Department

International pupils are an important part of the Culford community and the EAL Department is passionate about helping them to develop their language skills so that they can participate effectively both socially and within the academic environment of the School. The department also provides curriculum support to the pupils and advises other staff on how best to support them. The department has dedicated classroom space, with two main classrooms with interactive whiteboards and a range of resources. These resources include a wide range of English language course books, class sets of readers and other EAL-specific

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materials. In addition, the library holds a range of books which are suitable for international pupils. The Senior School EAL Department is made up of a Head of Department and one full-time EAL teacher. The department maintains close links with the Prep School EAL department.

The department organizes a number of popular extracurricular activities aimed at developing international pupils' appreciation of UK culture. The department also provides additional listening and speaking activities outside of the normal timetable.

The Person

We value dynamism and creativity and colleagues are given the freedom to inspire pupils in ways that suit them whilst being pupil-centered in their approach. You should be adaptable and resourceful, with an ability to lead, manage and respond to change. You will be able to teach both in the classroom and via an online platform, as Culford is committed to blended learning. You will be able to use technology in the classroom to aid learning and be comfortable doing so. You will have excellent communication skills and the ability to interact effectively with parents, teachers across the School and pupils.

Ideally, you will already be an EAL teacher, and ideally, you will have at least a CELTA or equivalent qualification. You will need to be able to prepare pupils for EAL examinations from the Cambridge English main suite as well as IELTS. You should have a good understanding of the exam requirements as well as the academic, curriculum and pastoral needs of international pupils. You should also be able to develop the language skills of the international pupils so that they can join mainstream English lessons as soon as possible.

We would expect you to contribute fully to the life of a busy boarding school, including being a tutor. There are opportunities to contribute to the extra-curricular provision at Culford in areas about which you are passionate. The position would suit an enthusiastic and dynamic EAL teacher who is imaginative, adaptable and forward thinking and who now wants to take on the challenge of helping our international students flourish and succeed during their time at Culford.

From September 2025, academic lessons will be taught from Monday to Friday allowing time on Saturday mornings for our ACE Programme (Academic and Co-Curricular Enrichment). In the life of our busy boarding school, teachers are currently expecting to deliver enrichment activities on approximately 50% of Saturdays.

Culford believes in professional and personal development and will seek to support the successful candidate in all areas. We have connections with the Teachers' Development Trust and the Chartered College of Teaching, and seek to offer a wide range of professional development opportunities to all staff. We aim to ensure that our pupils are receiving the best possible experience in the classroom, while our staff are supported in developing their careers.

Teaching and learning at Culford received high praise in our last ISI inspection (May 2023). We value dynamism and risk-taking, and colleagues are given freedom to teach creatively in ways that inspire pupils.

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Person Specification

The successful candidate will:

- Lead and manage the Senior EAL Department, and work closely with the Prep School
- Teach international pupils from Year 9 to Year 13, individually and in small groups
- Work with Admissions on EAL applications
- Work with teachers, tutors and pastoral colleagues to support excellent EAL academic and pastoral development
- Be an ambassador for EAL within the school
- Care for a tutor group of around 12 pupils

We are looking to appoint a colleague who will:

- Model our values of honesty, courage and compassion demonstrating flexibility, innovation and resilience
- Be passionate about teaching and learning take a collaborative and reflective approach
- Be keen to engage with educational research to inform their teaching practice further
- Be adept at using technology to support learning
- Promote pleasurable and successful learning for all pupils
- Demonstrate excellent written and verbal communication skills
- Have a firm commitment to safeguarding children and a good knowledge of policy
- Be supportive of the aims and ethos of an independent boarding school
- Deal confidently with pupils, staff and parents, showing natural empathy
- When necessary, work under pressure and meet deadlines

How to Apply

Applications will only be accepted via the Culford Application form which can be found on the Work For Us page on www.culford.co.uk