



JOB DESCRIPTIONS

ENGLISH AS AN ADDITIONAL LANGUAGE SUPPORT TEACHER

Effective From: 1 September 2025

Review Date: 1 September 2027

Introduction

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the post-holder and The Principal. The school's Mission and Values statements underpin all aspects of this job description.

Salary

The post-holder will be appointed on the appropriate point of the Kajonkiet International School Teachers' Scale.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Responsibility

English as an Additional Language Support Teacher:

1. is responsible to the Vice Principal (EYFS & Primary) and will work under direction of the Vice Principal (EYFS & Primary) when working in this phase of the school;
2. is line managed by the HOD (EAL);
3. will work closely with the HOD (EAL) in the implementation of the school's EAL policy;
4. will work closely with, Heads of Department, Phase Leaders, Subject teachers and Class teachers in meeting student need;
5. will work closely with the Subject and Class teachers, and EAL team in providing teaching and learning of the highest quality;
6. will support the learning of groups and individuals;
7. will co-plan with Subject and Class teachers;
8. will provide cover for absent colleagues as required by the Principal or Vice Principals.

Tasks

English as an Additional Language Support Teacher:

1. will work closely with teachers and support English Language Learners using EAL strategies;
2. will co-plan, and teach groups and individuals both independently and with class teachers/subject specialists;
3. will work with individual ELLs following an Individual Education Plan;
4. will be part of the English department and contribute to team development;
5. will support the school's EAL systems;
6. will support in the teaching of EAL English Programme classes as required;
7. will participate in the assessment of EAL students;
8. will participate in training and development activities;
9. will participate in the duty roster
10. will participate in the ECA programme contributing to two clubs/sessions each week;
11. will participate in the induction and integration of new ELL students.

Professional Expectations

English as an Additional Language Support Teacher:

1. will demonstrate professional skills in promoting the school's mission statement, values and EAL policy;
2. have knowledge of EAL and effective learning strategies;
3. will be excited by a varied and creative approach to EAL provision;
4. will have current knowledge of ELLs;
5. will have a strong commitment to team work and be able to work collegiately with teachers and students;
6. will have keen attention to detail in assessing students;
7. will have good organisational skills;
8. will have excellent interpersonal skills;
9. will give high regard to safeguarding and child protection as well as to health and safety;
10. will be flexible and adaptable;
11. will support the school's ethos of respect and positivity, ensuring courtesy in all forms of communication;
12. will pay high regard to confidentiality.

This job description is subject to review and amendment by the Principal in the light of changing needs of KIS. The post holder may be required to undertake other duties within the school as may reasonably be expected under the direction of the line manager or the Principal, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.