

## OPPORTUNITY FOR FREELANCE EAL PROVISION SENIOR CO-ORDINATOR

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The British Council seeks a freelance EAL Provision Senior Co-ordinator to support the English and Exams department to perform an audit of existing school practice and of possible needs for learners with English as an Additional Language (EAL) in various contexts, and to contribute to the British Council's EAL strategy.

This role sits within the work of the UK English Profile and Participation team, who are responsible for the British Council's profile in the UK, with particular reference to the ELT community.

### **Duties**

- To perform an audit looking at the variety of contexts and at the provision for EAL Learners: type of schools, type of support received, type of resources used, EAL advocacy and support roles, EAL teaching practice and pedagogy (planning, differentiation, teaching strategies), teacher training opportunities, inclusive practice, assessment, work on languages and cultures, etc.
- To identify the needs of EAL teachers, schools, learners, parents and communities.
- To define ideas and strategies to address the needs of schools and of teachers.
- To contribute to the planning of the British Council's EAL Strategy in collaboration with the EAL Project Manager.
- To closely collaborate with EAL stakeholders: mainstream schools, academies and free schools, specialist teams in local authorities, Initial Teacher Education providers, universities, other organisations in the field of EAL, etc.

### **Person specification**

#### Key skills and Abilities

1. Able to critically analyse and to evaluate the educational quality of school provision and of teachers' practice in relation to the needs of EAL learners.
2. Able to summarise and structure complex information and to produce clear and concise written reports and guidance documents for a variety of audiences.
3. Able to think strategically, to identify the complex needs of various audiences in different contexts and to propose ideas and strategies to meet these.
4. Strong interpersonal skills, listening and communication skills and the ability to establish good working relationships with internal/external partners.
5. Organisational skills, taking responsibility for meeting targets and managing work priorities.
6. Proven project management skills in particular related to time management.
7. Good ICT skills including advanced use of Word, Excel and Powerpoint.

## Education and Qualification

8. UK Qualified Teacher Status.

## Knowledge

9. An in-depth understanding of the current educational landscape, of the needs of EAL learners and of how schools and teachers can best meet these needs.

## Experience

10. Experience of outstanding teaching.
11. Extensive experience of teaching EAL learners in either mainstream primary education or mainstream secondary education in the UK (ideally in both)
12. Extensive experience of successfully supporting teachers, TAs, SENCOs, Inclusion managers or headteachers regarding the EAL provision.
13. Experience of teacher training for EAL pedagogy, inclusion and assessment.

## Other

14. The ability to work from home and to meet the travel requirements of the role.

## **Availability**

We would expect the EAL Provision Senior Co-ordinator to work from home, and to be able to commit a minimum of 12 hours per week to the work until 31 March 2014.

## **IT**

The EAL Provision Senior Co-ordinator would need to possess and use the IT required for the job, including access to the internet, covering associated costs.

## **Travel**

The EAL Provision Senior Co-ordinator would need to travel for meetings on a regular basis (usually in London but occasionally in other locations) and there will be occasional other UK travel.

## **Fee**

This will be based on a rate of £32 per hour.

## **Application**

If interested in applying, please send your CV and a cover letter showing how you meet the person specification (maximum 1,000 words) to [Tania.Graham@britishcouncil.org](mailto:Tania.Graham@britishcouncil.org)

Shortlisted candidates will be asked to take part in an interview.

## **Deadline – 19 August 2013**