

NALDIC
Part-time EAL Project Officer
Job Description

1. Job Details

Job title: EAL Project Officer
Responsible to: NALDIC Chair
Salary: £25,000 (Self-employed)
Location: To be negotiated with the Chair
Start Date: Immediate start
Hours per week: (PTE) 20 hours per week (2.5 days)
Contract Type: 1 year fixed term
Closing date: 27th August 2015

2. Job Purpose

- To take a lead on the development of new training courses for English as an additional language (EAL)
- To organise and deliver school-based CPD courses
- To support and promote the work of NALDIC (as directed by the NALDIC Chair).

3. Main Responsibilities:

To promote the general work of NALDIC and take the lead in training and course design. The role will include but not be limited to the following activities:

- To design CPD courses for both primary and secondary sectors.
- To build a database of schools and work in partnership to provide CPD as requested.
- To support the building of NALDIC's regional groups and events and link this with networks of schools.
- To restructure existing CPD courses, update them and develop them into smaller accessible components.
- To work in collaboration with the committee to update the website and develop a 'point of view' or professional blog/forum to support teacher dialogue and raise awareness around EAL issues.
- Establish and maintain a database of all EAL related work/organisations.

- To promote and increase NALDIC membership.
- To support the Chair of the Events Committee to coordinate the national annual conference and other related seminar and Knowledge Exchange events.

To build capacity in key areas of work within NALDIC and to liaise with key organisations and stakeholders

- To act as a point of contact for The Bell Foundation and other organisations to liaise on all projects.
- To coordinate design of new courses developed for The Bell Foundation's Whole School Language Awareness project.
- To organise/coordinate and support the implementation of a higher-level EAL coordinator course for small- and medium-sized groups of participants.
- To coordinate training of The Bell Foundation associates in specific EAL areas.
- To complete additional tasks as directed by the NALDIC Chair.

For further information about the post please contact Yvonne Foley (07725881241).

To apply:

Please send a full CV and a letter of application to: naldic@btconnect.com by 27th August 2015.

Date of Interview: TBC

Note to applicants:

The shortlisting will be based on the answers given to the Person Specification below.

**Person Specification
Part-time EAL Project Officer
1 year fixed term post**

Do you have the right to work in the UK (Please circle)	Yes	No
Behaviours	Essential	Desirable
Ability to network and liaise with various organisations and key stakeholders in the educational context	Essential	
Successfully manage relationships with colleagues working in the EAL sector in the UK	Essential	
Understand the aims and objectives of NALDIC		Desirable
Able to work independently and meet deadlines as required	Essential	
Able to communicate clearly and effectively to a range of audiences	Essential	
Professional teaching qualifications or training in areas related to EAL	Essential	
Able to travel to the NALDIC Head Office in Reading on a regular basis	Essential	
Skills and Knowledge		
Have a wide knowledge base of EAL pedagogy	Essential	
Possess a clear understanding of the English educational context and the needs of EAL learners	Essential	

Possess project management skills		Desirable
Ability to design, organise and deliver school-based CPD successfully (both short a longer courses)	Essential	
Possess excellent ICT skills to work with NALDIC's web editor to promote the work of the organisation	Essential	
Ability to work with others as part of a team to organise seminars and conferences	Essential	
Ability to use social media and other forms of communication to promote NALDIC's membership and professional development strategy	Essential	