



THORNTON



**EAL Co-Ordinator  
(Part-Time-  
2or 3 days per week)  
Job Description**

## THORNTON COLLEGE

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing environment alongside a rigorous and exciting curriculum.

There are approximately 375 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of a wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has grown, thrived, and proven to be a successful addition to our school. In October 2022, the school received 'Excellent' in all areas in its ISI inspection, with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages' and most recently, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community.'

### **Job Description:**

The EAL Co-Ordinator is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. The EAL Co-Ordinator will join the Learning Development Department and be line managed by the school's SENCO. The successful candidate will be responsible for ensuring high-quality teaching and learning for students who are learning English as an additional language. This role involves developing and implementing effective EAL programmes, tracking and reporting upon progress, managing all aspects of internal and external assessment (alongside the Exams Officer) and fostering an inclusive environment that promotes the academic and personal growth of EAL students.

### **Key Responsibilities:**

#### **Spiritual**

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

#### **Administration**

- Work alongside the Head of Learning Development to ensure all policies and programmes are up-to-date.

#### **Teaching and Learning Student Support Examinations and Assessment**

- To plan and deliver high-quality EAL teaching.
- To support teachers in differentiating teaching to meet the diverse needs of EAL students.
- To ensure the use of effective assessment practices to monitor student progress.
- To maintain and share assessment progress data of all EAL students and contribute to wider data bases where required
- To contribute to the admissions and boarding induction process, including assessment and provision to sit external examinations
- To promote the integration of EAL students into mainstream classes and activities.
- To deliver and plan well-structured lessons to prepare international students for external exams such as IELTS, Cambridge English exams

#### **Examinations and Assessment**

- To develop and implement comprehensive examination schedules for external assessments such as IELTS and Cambridge English exams. Where examinations are sat externally, to manage the process, including staffing and risk assessment.

- To coordinate with examination bodies / external providers/the examinations officer to ensure timely registration, administration, and reporting of results for all external language assessments.
- To provide guidance and support to students preparing for external examinations, including organising preparatory workshops and resources.
- To maintain accurate records of student performance and examination outcomes, utilising data to inform teaching strategies and support student progress.

### **Student Support**

- To develop and implement strategies to support the academic and social integration of EAL students.
- To work closely with parents, guardians, and external agencies to support EAL students.
- To support boarding and other pastoral staff, working in areas such as induction, settling into a new way of life, understanding regulations and their importance, and other pastoral matters.
- To ensure that there is regular and effective liaison between everyone involved in the teaching and care of EAL students. This may include attending departmental meetings, observing EAL students in mainstream classes, designing and delivering teacher development sessions, informal advice to colleagues, preparing Individual Reports, liaison with pastoral staff, etc.
- To assist the admissions team by assessing the English level of international applicants when requested.

### **Communication and Collaboration**

- To liaise with school leadership, boarding staff, teachers, and support staff to ensure a cohesive approach to EAL provision.
- To communicate effectively with parents and guardians about EAL programs and student progress.

### **Safeguarding**

- To promote and safeguard the welfare of students and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To log all concerns, as appropriate, on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

### **Wider Responsibilities**

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To carry out reasonable staff duties as required.

- To attend all meetings as required and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within departments.
- To participate in the wider life of the School, supporting and assisting at events; including but not limited to concerts, shows, the Christmas Fayre and the School Fete.
- To attend and participate in all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.
- To represent the department at Open Days.

**All staff are required to undertake whatever else may reasonably be requested by the Head of Thornton College in support of the Aims of the School. Job Descriptions are subject to annual review.**

### **Qualifications and Experiences**

- Bachelor's degree in Education, TESOL, Applied Linguistics, or a related field
- Experience in teaching EAL students, with a proven track record of improving student outcomes.
- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- Commitment to inclusive education.