



## EAL Coordinator & Support for SEN

**Salary:** Unqualified Teacher Scale  
£28,343 to £40,994

**Required for:** As soon as possible  
**Application Closing Date:** Friday 19<sup>th</sup> June 2026  
at 12noon

**Interview Date:** TBC

*Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date*



# Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of EAL Coordinator and Support for SEN.

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

***Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.***

We seek to ensure that everyone is treated with dignity and respect. We also make sure all of our students pursue a rich programme of study at all key stages appropriate for their age and ability, ensuring that there is no narrowing of the curriculum.

These aims, coupled with high expectations for everyone has resulted in remarkable success for our students.

We very much welcome applications from all faiths and backgrounds and value the unique experience that every individual can bring to our school and look forward to receiving your application.

## Professional Development:

We can offer you professional development to begin or advance your career. You will be part of a school that is established in developing practitioners and nurturing future leaders. The opportunities for progression at Cardinal Pole are significant. We offer a range of CPD, including multiple Middle Leadership pathways in addition to supporting preparation for Senior Leadership via MA study, NPQSL and SLT secondment opportunities. There is no doubt that these opportunities will help you achieve your own career ambitions rapidly.

## Benefits:

- Two-week October half term break.
- You will be joining an AWARD WINNING National School of the Year 2024 & TWICE TES Secondary School of the Year nominated school.
- Free staff access to a modern and high quality gym which was fully refurbished in September 2023.
- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.
- Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).
- Opportunities for progression.
- Sophisticated modern school building set in the heart of vibrant Hackney
- A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction
- Free Breakfast Club every day for staff and students
- Free Bike servicing for staff
- Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)
- Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.
- Employee Assistance Programme



‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values.’

## CARDINAL POLE CATHOLIC SCHOOL



### JOB DESCRIPTION

**Post: EAL Co-ordinator and support for SEN**

**Grade: Unqualified**

**Purpose: Whole-school teaching and learning responsibility in the area of Inclusion, with a focus on SEN/EAL provision, transition and the tracking of vulnerable groups.**

**Responsible to: The SENCO**

#### **Key functions**

1. To assist the SENCO in the provision for SEN within school.
2. To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely
3. To develop curriculum resources to ensure that pupils identified as having EAL have the required levels of support

#### **Professional duties and responsibilities**

##### **Teaching and learning**

1. Small group EAL/SEN teaching and interventions
2. ESOL teaching and intervention
3. Identify and adopt the most effective teaching approaches for EAL/SEN pupils.
4. Monitor teaching and learning activities to meet the needs of EAL/SEN pupils.
5. Liaise with other schools to ensure continuity of support and learning when transferring pupils
6. Oversee GCSE home languages

##### **Recording, assessment and exams**

7. Assess EAL learners on entry (language acquisition stage)
8. Set targets for raising achievement among EAL pupils as appropriate.
9. Collect and interpret specialist assessment and performance data and share with other staff and stakeholders as appropriate.
10. Set up systems for identifying EAL, and assessing and reviewing EAL provision. This includes contributing to and monitor EHCP and provision maps with class teachers and teaching assistants.
11. Keep parents informed about their child's progress through individual meetings and at parents' evenings or at review points.
12. Prepare applications for special provision alongside the SENDCo, and attend annual reviews
13. Maintain EAL register/profile
14. Evaluate the effectiveness of provision of interventions.
15. Lead in year admissions assessments for vulnerable learners
16. Establish and track exam entries in home languages liaising with the SENCO and exams officer.

##### **Inclusion of EAL**

17. Monitor and evaluate the progress and attainment of EAL learner's vs peers
18. Identify gaps and implement targeted strategies to close them
19. Learning walk focused on EAL learners and book scrutiny
20. CPD input and sharing good practice in EAL across the school.
21. Support teachers to adapt teaching for EAL learners
22. Working with the SENCO, identify resources needed to meet the needs of EAL pupils .
23. Work with SENDco on EAL, including reviewing policies and plans.
24. To support appraisal reviews for teaching assistants as required.
25. Support pupil progress meetings, recording agreed provision within provision maps.

26. Liaise with the ESOL team at HLT, Educational Psychology and SALT and other agencies.
27. To keep abreast of developments in EAL/SEN etc.
28. To attend appropriate training, CPD and conferences and provide feedback to colleagues.
29. Undertake EAL self-evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice
30. Provide group wave intervention support as needed and appropriate

### **Standards and quality assurance**

31. 1. Support the aims and ethos of the school, including its Catholic values
32. 2. Set a good example in terms of dress, punctuality and attendance;
33. 3. Attend and participate in open days/evenings as necessary;
34. 4. Uphold the school's behaviour code and uniform regulations;
35. 5. Participate in staff training;
36. 6. Attend training days, team and staff meetings;
37. 7. Develop links with governors, external agencies and neighboring schools.

### **Other duties and responsibilities**

38. To willingly undertake any reasonable task requested by the SENDCo from time to time to support the provision of vulnerable students.

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

### **Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

## **PERSON SPECIFICATION**

### **EAL COORDINATOR**

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#### **Qualifications and Professional Development**

##### **Essential**

- Degree or equivalent qualification.
- Evidence of ongoing professional development.

##### **Desirable**

- National Professional Qualification (NPQ) or leadership qualification.
  - Specialist qualification in EAL or a related field.
  - Training in trauma-informed practice, refugee support, or multilingual education.
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#### **Experience**

##### **Essential**

- Experience using assessment data to monitor and improve pupil outcomes.
- Experience working collaboratively with teachers, support staff, parents/carers, and external agencies.

##### **Desirable**

- Experience leading EAL provision across a school or department.
  - Experience working in a highly diverse, multilingual school community.
  - Experience managing EAL interventions and targeted support programmes.
  - Experience line-managing staff or leading professional development.
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#### **Knowledge and Understanding**

##### **Essential**

- Strong understanding of effective EAL teaching and learning strategies.
- Understanding of the National Curriculum and GCSE requirements.
- Knowledge of safeguarding and child protection requirements.
- Understanding of inclusive educational practices and equality legislation.
- Awareness of current developments in EAL education and multilingual learner support.

##### **Desirable**

- Knowledge of current research relating to multilingual learners.
  - Understanding of the needs of refugee, asylum seeker, and newly arrived pupils.
  - Knowledge of community languages accreditation pathways.
  - Familiarity with local authority EAL support services.
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## **Skills and Abilities**

### **Essential**

- Ability to lead and coordinate EAL provision across the school.
- Excellent classroom practitioner with strong behaviour management skills.
- Ability to analyse attainment, progress, and language acquisition data.
- Excellent communication and interpersonal skills.
- Ability to build positive relationships with students, families, and staff.
- Strong organisational and administrative skills.
- Competent use of educational technology and school management information systems.
- Ability to prioritise workload and meet deadlines effectively.

### **Desirable**

- Ability to contribute strategically to whole-school improvement planning.
  - Experience delivering staff training and coaching.
  - Ability to secure external funding or partnership opportunities.
  - Ability to speak one or more community languages represented within the school.
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## **Personal Qualities**

### **Essential**

- Commitment to safeguarding and promoting the welfare of children and young people.
- Passion for inclusion, equality, diversity, and educational excellence.
- High expectations for student achievement, attendance, and behaviour.
- Ability to inspire, motivate, and support colleagues and students.
- Resilient, adaptable, and solution-focused.
- Commitment to the values and ethos of the school.
- Ability to work effectively under pressure and manage competing priorities.
- Commitment to continuous professional development.

### **Desirable**

- Experience of working within East London communities.
  - Understanding of the cultural and linguistic diversity of East London.
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## **Safeguarding Statement**

This post is subject to an Enhanced DBS check, satisfactory references, and all relevant pre-employment checks. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.