

## EAL staff roles and responsibilities: secondary

Area	Activity	When/Where	Who's Responsible?
<b>Exam provision</b>	<ul style="list-style-type: none"> <li>Apply for special arrangements and extra time for EAL students for GCSE and other public exams.</li> <li>Ensure school has correct bilingual dictionaries for exam season.</li> </ul>	Spring term	
<b>Management links</b>	<ul style="list-style-type: none"> <li>Provide line management and performance management as per school systems.</li> <li>Observe EAL teachers/teaching assistants/instructors annually.</li> <li>Attend middle management meetings regularly.</li> </ul>	Termly	
<b>EAL/Special needs</b>	<ul style="list-style-type: none"> <li>Refer EAL students not making progress to SENCO within one year.</li> <li>Provide evidence for SEN register/statement, e.g. mother tongue assessment, diagnostic reading assessment.</li> <li>Monitor EAL students on SEN Register and ensure they have some language support.</li> </ul>	Regular meetings	
<b>School language and ethnicity data collection</b>	<ul style="list-style-type: none"> <li>Organise language survey of new year 7 in first half term, possibly as part of MFL programme.</li> <li>Ensure that language and ethnicity information on school data management systems is accurately collected, recorded and analysed.</li> </ul>	Autumn term	
<b>EAL specialist training</b>	<ul style="list-style-type: none"> <li>Deliver CPD INSET for new teachers.</li> <li>Liaise with SLT for provision of CPD on teaching and learning of EAL and information about cultural and language background.</li> </ul>	Annually	
<b>Homework / Reading club</b>	<ul style="list-style-type: none"> <li>Timetable and manage student lists and check registers.</li> <li>Support and supervise students.</li> </ul>	Once a week	
<b>Parent and community liaison</b>	<ul style="list-style-type: none"> <li>Arrange termly parent meetings on key education themes for different groups of EAL learners, as appropriate.</li> </ul>	Termly	
<b>Heritage language GCSEs</b>	<ul style="list-style-type: none"> <li>Celebrate European Day of Languages (26 September).</li> <li>Recruit pupils to take community language GCSE and AS levels.</li> <li>Provide sample test papers and decide on entries.</li> <li>Arrange assessors for oral exams.</li> </ul>	26 <sup>th</sup> September Summer term	
<b>Resource management</b>	<ul style="list-style-type: none"> <li>Order dictionaries, graded readers and bilingual literacy materials.</li> <li>Manage teaching and office space and other subject specific resources.</li> </ul>	Ongoing	