



# Position Description

<b>TITLE OF POSITION:</b>	<b>Christchurch Boys' High School – Teacher in Charge - English as an Additional Language (EAL)</b>
<b>WORKS WITH:</b>	<b>Director of International Students</b>
<b>REPORTS TO:</b>	<b>Assistant Principal, Teaching &amp; Learning</b>
<b>PRIMARY TASK:</b>	<b>To deliver high quality, individualised EAL programmes that are ambitious for students and which links to further pathways.</b>
<b>RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li><b>1. Responsible for provision of EAL</b></li> <li><b>2. Ensuring all English Language Learners (ELL) are on a pathway to a recognised qualification in English primarily through NCEA.</b></li> </ol>

	<b>Key Task</b>	<b>Key Outcomes</b>
1.	<ul style="list-style-type: none"> <li>Provide EAL courses appropriate for all English Language Learners (ELL) at all stages of the English Language Learning Progressions.</li> </ul>	<ul style="list-style-type: none"> <li>Flexible programmes that cater for all ELLs are created, taught and evaluated through a range of NCEA standards .(English Language English for Academic Purposes, Level 1 Literacy)</li> <li>Programmes reflect the NZ Curriculum.</li> </ul>
2.	<ul style="list-style-type: none"> <li>To establish needs for English language development.</li> <li>Monitor Students' progress.</li> </ul>	<ul style="list-style-type: none"> <li>All ELLs are assessed upon arrival at CBHS regarding English competency and a tailored learning programme, complete with end-goals, is established to meet the learning needs of each student.</li> <li>Students are tracked on the English Language Learning Progressions.</li> </ul>
3.	<ul style="list-style-type: none"> <li>To align international student learning and EAL programmes with the marketing initiatives of the International Department.</li> </ul>	<ul style="list-style-type: none"> <li>In conjunction with the International Student Director, all CBHS international student marketing and student learning objectives are aligned.</li> </ul>
4.	<ul style="list-style-type: none"> <li>Meet the reporting and administrative requirements of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Budgets are submitted for approval and adhered to</li> <li>Moderation.</li> <li>Appraisal of Teachers.</li> <li>Attend Teaching &amp; Learning Meetings</li> <li>Complete reporting to the Board of Trustees as required</li> </ul>
5.	<ul style="list-style-type: none"> <li>Maintain links and networks within the school</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with Deans, HODs, Guidance and SLT.</li> </ul>
6.	<ul style="list-style-type: none"> <li>Maintain links and networks with other schools and providers.</li> </ul>	<ul style="list-style-type: none"> <li>Students are linked to internal or external learning groups – eg Pasifika community Groups, Subject Associations etc.</li> </ul>
7.	<ul style="list-style-type: none"> <li>Manage ESOL Funding applications.</li> </ul>	<ul style="list-style-type: none"> <li>All information is correctly delivered on time.</li> </ul>

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## PERSONAL ATTRIBUTES AND COMPETENCIES

1.	Promote CBHS' Values, Vision and Culture: Contribute to a positive working environment. An advocate for CBHS and our students.
2.	Initiative: Anticipating needs, keeping abreast of changes, being proactive and taking unsolicited action to achieve goals beyond what is required outside the immediate role. Requires minimal direction in performing tasks.
3.	Oral Communication: Exchange information and ideas in a clear, concise and open manner, with both internal and external customers, whilst being receptive to alternative view points and ideas. Listening to others and handling sensitive one-on-one conversations effectively and respectfully.
4.	Written Communication: Uses knowledge of CBHS structures, processes and culture to write effective reports. Identify significant trends, issues and challenges which impact on CBHS. Presents written communication and information, analysis mark ups and ideas in a clear, concise, accurate manner. Uses appropriate writing style.
5.	Time Management: Prioritising tasks effectively to meet deadlines ensuring a consistent workflow despite interruptions. Takes ownership and responsibility for ensuring cost efficiency by working accurately and efficiently. Handles multiple demands and competing priorities.
6.	Problem-solving/analysis and decision-making: Identifying and analysing issues, problems and opportunities in a timely and effective manner; developing appropriate solutions or taking effective action that is consistent with the facts, constraints and probable consequences.
7.	Establishing Credibility & Trust: Demonstrates expertise and professionalism in all interactions, gaining the confidence of clients and others. Maintains a calm and professional manner, even in situations of conflict, stress and rejection. Builds and extends Trust. Communicates an understanding of the other person's interests, needs and concerns. Demonstrates honesty, keeps commitments and behaves in a consistent and appropriate manner. Provides frank, open and accurate feedback whilst avoiding destructive comments.
8.	Leadership: Maintaining energy and motivation in the face of setbacks, additional pressures and workloads. Seeking to exert influence, taking charge, leading and directing the efforts of others towards the goal. Being a positive influence on co- workers.
9.	Accuracy: Consistently meets high standards by paying attention to detail, displaying pride in work, and ensuring that the finished product is always of the highest standard.
10.	Teamwork: Treats all stakeholders with dignity and respect. Looks for ways to encourage participation and providing encouragement to bring out the best in others. Creating a climate in which people work successfully together and do their very best.

_____ Headmaster's Signature	Date: _____
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