



EAL/D Coordinator

POSITION OF RESPONSIBILITY DESCRIPTION

Position	English as an additional Language / Dialect
Award	Girton Grammar Enterprise Agreement 2022 Educational Services (Teachers) Award 2020
Reports to	Director of Inclusive Education
Employment type	3-year fixed term position of responsibility with a substantive ongoing teaching role
Allowance/ Time Release	Monetary allowance equivalent to 2.78% of salary

PURPOSE OF POSITION

The English as an additional Language or Dialect (EAL/D) Coordinator plays a key role in supporting students for whom English is an additional language, ensuring their access to the curriculum and fostering their academic and social development. While the role is primarily based in the Junior School, the Coordinator may also be required to students in the Senior School.

KEY OUTCOMES

The EAL/D Coordinator will be responsible for achieving the following outcomes:

Program Leadership and Coordination

- Design, implement, and evaluate EAL programs tailored to student needs in the Junior School.
- Collaborate with classroom teachers to differentiate instruction and integrate EAL strategies.
- Provide targeted support for Senior School students as required, including individual or small group instruction.

Student Support

- Identify EAL students through assessment and consultation with staff and families.
- Develop and monitor Individual Learning Plans (ILPs) for EAL students.
- Track student progress and adjust support strategies accordingly.

Staff Collaboration and Professional Learning

- Provide professional development and coaching to staff on EAL pedagogy and inclusive practices.
- Act as a resource for staff in planning and delivering lessons that support EAL learners.

Family and Community Engagement

- Communicate effectively with families of EAL students, including through translated materials where necessary.
- Support transition processes for new EAL students entering the school.
- Administration and Compliance
- Maintain accurate records of student assessments, progress, and support plans.
- Ensure compliance with school policies and relevant educational standards related to EAL provision.

KEY SELECTION CRITERIA / Essential Qualifications/Skills

1. TESOL (Teaching English to Speakers of Other Languages) qualification



2. Strong understanding of language acquisition and culturally responsive teaching.
3. Excellent interpersonal and communication skills.
4. Ability to work collaboratively across year levels and departments.
5. Experience in data-informed teaching and learning practices.

KEY ATTRIBUTES

Strong communication skills: Effectively communicate with students, parents and colleagues, fostering a collaborative and supportive environment.

Organisational skills: Maintain detailed records of student progress and interactions, ensuring timely and accurate reporting.

Resilience and patience: Handle challenges with resilience and patience, maintaining a positive and solution-focused approach.

Teaching at Girton Grammar School

Girton Grammar School values the development in each student of the skills which underpin intellectual growth. Inherent is a deep respect for the various academic disciplines, which provide the analytical tools through which to describe, interrogate, understand and expand a student's view of the world. Creativity, curiosity, collaboration and communication are key elements that contribute to intellectual growth and future achievement. Discernment and critical awareness are vital in a world where information is prolific but needs to be tested. Within this context, students will acquire the habits of mind necessary to support their academic growth and success.

- Teachers at Girton Grammar school are professional people and this is reflected in their teaching and in their relationships with students, parents and other staff members.
- Teachers are at all times responsible to the Head for duties relating to effective teaching, student welfare and other duties.
- Teachers are expected to support the School's aims, policies, procedures and philosophy.

Teaching and learning

Girton Grammar School's [Statement of Effective Student Learning](#) articulates the role teachers are expected to play in the learning of its students. All teachers are required to undertake an annual review process to maintain the standards at the Proficient Teacher Level as determined by VIT and are expected to employ a variety of teaching strategies to effectively implement the curriculum and actively engage students in the learning process.

Student wellbeing

Girton Grammar School's [Supporting Student Wellbeing](#) outlines the role teachers are expected to play in the care and nurturing of each student.

Duties outside school hours

Participate in the School's Co-Curriculum program.

- Attend School staff meetings, departmental meetings and other meetings, as scheduled
- Be available for, and participate in, Parent/Teacher interviews.
- Participate in Speech Night, information nights, open days and other designated significant School activities
- Attend School Outdoor education Camps or other Curriculum Camps, if required
- Undertake professional development sessions

Professional learning



Teachers are required to:

- Participate in Professional Development so as to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students.
- Support school-wide professional learning through the sharing of professional knowledge and practices with colleagues
- Participate in a cyclical appraisal process to improve knowledge and practice.

Other general duties

Teachers are required to:

- Attend promptly and actively supervise students whilst on yard duty and during other activities
- Cover classes for colleagues as is reasonably required and in accordance with the extra period roster
- Consult with the Heads of Department and the Heads of House, when necessary
- Punctually attend timetabled lessons, meetings and timetabled activities
- Carry out the administrative requirements of the School
- Other duties, as variously required by the Head.
- Participation in House and Sporting events.

Mission and Values

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

Student wellbeing

Girton Grammar School's Supporting Student Wellbeing outlines the role teachers are expected to play in the care and nurturing of each student.

Child safety

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to :

- Have a current Working with Children's Check or VIT registration
- Complete all mandatory reporting training and education about Child safety
- Adhere to the Schools Child protection Policies, Staff code of conduct, policies and procedures
- Report suspected cases of child abuse in accordance with school policy.

Occupational health and safety (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these
- Assuming allocated roles in the school's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions



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- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee
- immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels

ADDITIONAL INFORMATION.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

SIGNATURE PANEL

Time Release / Allowance:

Period of Position of Responsibility:

By signing below, I acknowledge that I have read and understood the responsibilities, duties, and expectations outlined in this position description. I agree to fulfill the requirements of this role to the best of my abilities and adhere to the school's policies and procedures.

Name

Signature

Date

Principal Dr. Emma O'Rielly

Signature

Date

This position description may be subject to review and adjustment in response to the evolving needs of the school and as part of the performance appraisal process.