



Middleton Grange School

Primary School ESOL Teacher Y1-6

Job Description

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Directly Accountable to TIC ESOL

Functional Relationships (internal):

- Deputy Principal Head of Primary School
- Teachers of ESOL and other subjects
- International College Dean
- International College Administrators and Student Services Assistants

Functional Relationships (external):

- Parents
- Homestay caregivers
- Care Providers and Agents

Teacher of English for Speakers of Other Languages from Year 1 - 6

Support Staff

Hours of Work: 0.4 FTE

Fixed Term for 2026

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach Christianly.
- Develop strong relationships based on Christian principles with pupils, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

- Identify and establish needs of ESOL students. Students may be current Ministry funded students OR new students. ESOL questionnaire given at enrolment should be passed onto you. New Students may be:
 - New International Students
 - New immigrants
 - Transfers from other schools with Ministry funding – check with previous school
 - New Entrants who speak a different language at home
- Organise testing of new students by ELA – both Internationals and Permanent Residents.
- Establish ESOL needs and appropriate level of assistance
- Set goals for each student in consultation with classroom teachers.
- Review the use of ELLP matrix to ensure it is being completed accurately.
- Oversee English Language Assistant (ELA)
 - Liaise Deputy Principal, Staffing, Head of Primary School, and International College Director to decide number of hours for ELA
 - Allocate sessions for student, allowing some time for preparation each week
 - Liaise with SENCO and classroom teachers to organise timetable
 - Consult with teachers over needs and goals for each student and decide whether ELA should withdraw or stay in the class
 - Assist with appropriate teaching materials and activities for each group
- Complete Ministry ESOL funding applications
 - This must be completed twice a year- in February and July
- **Liaise** with Classroom teachers update the ELLP matrix for each child through the year
- Collect in forms, moderate if necessary and complete the funding application
- Give to International College
- Liaise with International College
 - Represent International College to the Primary staff
 - Communicate concerns regarding International College students to the International College Director
 - Request additional funding depending on language needs and age of International College students
- Recording data and reporting to parents
 - Facilitate the use of the ELLP for assessing and recording student progress and reporting to parents
- Preparation and delivery of lessons

September 2025

<ul style="list-style-type: none"> ○ Lesson plans are documented with appropriate level and use of resources ○ Contribute toward the development and review of programmes and resources ○ Classes are delivered with a high standard of professionalism ○ Pupils are engaged in their learning and make progress with their English competency and ability to participate in mainstream classes
<ul style="list-style-type: none"> • Monitor and track all ESOL 1-6 students and report on progress to Deputy Principal Primary School and other stakeholders
<ul style="list-style-type: none"> • Use effective teaching strategies <ul style="list-style-type: none"> ○ The design and planning of learning sequences ○ Utilise effective techniques to engage pupils in learning motivation ○ Setting achievable, measurable goals ○ Regularly provide feedback to pupils on their progress
<ul style="list-style-type: none"> • Attend and contribute toward the primary school culture meetings and events
<ul style="list-style-type: none"> • Demonstrate a commitment to ongoing learning, and participate individually and collaboratively in professional development activities

Minimum Qualifications

- A recognised qualification or experience in teaching English for Speakers of Other Languages (ESOL) is desirable.
- Experience in teaching literacy in Year 1-6
- Support for the Special Character of Middleton Grange School.

September 2025