



Middleton Grange School

Teacher in Charge ESOL Y1-13

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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Directly Accountable to Director International College

Functional Relationships - Internal:

- Principal
- Senior Leadership Team
- Teachers of ESOL and other subjects
- International College (IC) Dean
- Deans of 7-13
- Primary School Learning Team Leaders
- English Language Assistants
- Head of English Faculty
- International College Administrator
- Student Services Assistant

Functional Relationships – External:

- Parents
- Homestay Caregivers
- Care Providers
- Agents

Scale

- Permanent Full-Time
- 1.0 FTE
- Teacher in Charge (TIC) English for Speakers of other Languages (ESOL) (1MU)
- English Language Learner (ELL) Coordinator (1MMA)
 - Including additional time for TIC and ELL School-Wide support

Special Character

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, 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

- TIC of ESOL from Years 1 – 13
- Oversight of ESOL teaching programmes and ESOL Teachers
- Supervision of ELA's
- Responsibility for Domestic English Language Learners

Specific Duties Teaching

Preparation of teaching and learning programmes for classes and lessons in accordance with the Assessment requirements and students' needs.

- Lesson plans are documented with appropriate level and use of resources.
- Regular development and review of programmes and resources.

Supervise testing of new students

- All new international students are tested using the school's Entrance test and English Language Learning Progression (ELLP) tests.
- Test results are used to place students in appropriate ESOL class or mainstream English classes, in liaison with IC Dean.
- Test results are used to determine needs for support from English Language Assistant (ELA).

Supervise ELA's delivery of targeted support for specified students

- Meet regularly with ELA to discuss students' needs and how to deliver appropriate support.

Oversight of the preparation and planning of teaching and learning programmes for all classes.

- ESOL Teachers have teaching and learning programmes ready for their classes.
- ESOL Teachers are supported in the delivery of teaching programmes.

Identify, assess and support Domestic English Language Learners.

- Liaise with Principal's EA and check enrolment forms to identify new students.
- Communicate with feeder schools about new ELL's to obtain ELLP information.
- Assess ELLP stages for all Domestic ELL's.
- Liaise with Deans and English teachers to place students in ESOL class if appropriate.
- Liaise with Primary ESOL teacher to complete Ministry of Education (MOE) Funding Applications for March and August due dates.
- Liaise with Learning Centre to provide appropriate support for Domestic ELL's.

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Delivery of classes as per the specified class timetable.

- 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.

Use effective teaching strategies.

- 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.

Management of Co-requisite Literacy and Numeracy standards for IC and Domestic ELL's.

- Establish readiness for students to attempt the Literacy standards.
- Manage entries.
- Run the external exams as required

Run Faculty meetings and events as needed and as specified on the meetings roster.

To demonstrate a commitment to ongoing learning and participate individually and collaboratively in professional development activities.

Skills and Experience

- A recognised qualification in teaching English for Speakers of Other Languages (ESOL).
- Experience in teaching academic English, including teaching the basics of formal essay writing; developing rational paragraphs; reading academic texts; studying new words and sentence grammar.
- Experience in teaching ESOL to Years 1-13 learners. The teaching and assessment of ESOL unit standards and NCEA Achievement Standards, would be beneficial.

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."

Colossians 3:17

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