

## EAL Co-ordinator role

### ADMISSIONS and INDUCTION

- Liaise with **Admissions Officer** re. all new EAL arrivals
- Attend admissions meetings with **parents**, to ensure all relevant information is collected about a new EAL student and that school/parents can communicate easily (Via Language Line if necessary)
- Transfer information to the **EAL register** and complete a **EAL pupil profile**
- Liaise with Head of House or relevant member of SLT to agree a **year group** and form. (A lower year group may be more appropriate)
- Provide a **full induction** to the student and parents and ensure pairing with a **'student buddy'**.
- Ensure the student has a **bi-lingual dictionary** or access to **'Google translate'** via an Ipad or laptop if possible available during lessons.
- Oversee **transition of Yr 6 EAL students to Yr 7**. Contact feeder schools to request all available information on EAL students. Office / data manager to add information (including their EAL level) to EAL register

### ASSESSMENT and TEACHING STRATEGIES

- Circulate the **'EAL pupil profile'** to staff concerned
- **Assess the pupil's language level** using the relevant assessment material
- Disseminate **strategies for teaching**. (This can be done by putting SOLIHULL/BELL FOUNDATION EAL framework onto the shared drive and referring teachers to the strategies associated with the child's EAL level)
- Use information from the admissions process to inform Heads of Subject about **appropriate setting**. Higher sets are recommended in the initial stages.
- A **reduced timetable** may be appropriate at first and alternative timetable arrangements should be made if subjects are especially difficult
- Update staff about EAL children's needs via email or **staff briefings**
- Set up **additional support** e.g. TA support / extra literacy / homework clubs and a teacher mentor to check the student is settling well and assist with problems (This may include **ESOL**, though this needs to be taught by a teacher familiar with ESOL)

### COMMUNICATION WITH FAMILY

- Arrange **meetings with parents** to discuss progress and involve **interpreters** in parents' evenings or use **INTRAN / Language Line**.

## MONITORING PROGRESS

- Have systems in place, in liaison with data manager, to **regularly monitor EAL students' progress** as a group, (especially in the first few months for beginners using EAL framework) and check that strategies for teaching and differentiating work are being implemented.
- Send out '**round robins**' to check on progress. Meet with child and send out issues they raise, further strategies and advice to staff.
- Use **CATS scores** or other additional assessments used in school to **identify under-achievement/cognitive ability** and request any necessary intervention / SEN intervention.

## EXAMINATIONS and RESOURCES

- Purchase a **bi-lingual dictionary** for child, exams officer and for library.
- Liaise with Exams Office to ensure EAL students receive entitlement to a **bi-lingual dictionary** in examinations and **10% extra time** for first **3 years** if the **pupil arrived with beginner / no English**, where this is allowed,
- Where there is a **GCSE** in the students' **first language**, ensure that pupils are entered and MFL dept. prepare student in Yr 9 or 10. It is necessary to find a fluent speaker of that language to conduct the oral examination. MFL dept. can train this person to conduct the exam if they have not done it before.
- Organise purchase of **EAL simplified GCSE and other readers** and for the **library EAL section**.

## PASTORAL SUPPORT

- Liaise with Head of House and form tutors to check the student is **settling in**
- **Be easily accessible** to the student in case they have questions or problems

## CONTACT WITH OTHER AGENCIES

- Where necessary, facilitate contact with **other agencies** in order to support the child/family, e.g., People from Abroad team (refugees / asylum seekers, International Youth Group, New Routes, weekend language schools in child's first language.

## TRAINING /POLICY

- Attend **EAL Co-ordinators network** and join Norfolk **EAL Google group** for updates in EAL. EAL Advisory service also offer bespoke school training
- Arrange **EAL training for staff** and ensure EAL is considered in school's **Literacy Strategy**. Ideally, ensure there is an **EAL policy**