



Job Description English as an Additional Language Specialist

School Section: Whole School
Reports to: Director, Center for Student Development
Qualifications: Bachelor's or above, appropriate Teaching Qualification
Period of Appointment: Full-time

JOB DESCRIPTION

Role Description / Working Relationships

The English as an Additional Language Specialist reports directly to the Director of the Center for Student Development (CSD). They support all Keystone students with English as an Additional Language needs to achieve language learning objectives. They promote student success in all subjects with English as the instructional language and work closely with teachers in the strategic development of language targets, differentiation, co-teaching, and the creation of individual student goals.

Areas of responsibility and key tasks:

Strategic Direction and Development of the English as an Additional Language Program

- Exercise a key role in assisting the school with the strategic development of EAL support provisions and policies;
- Support all faculty to understand the language and learning needs of students acquiring English as an Additional Language and to ensure that objectives to develop English language classroom supports are reflected in the school's development plan;
- Analyze and interpret relevant data and advise Director of CSD and other leaders on the level of resources required to maximize student EAL achievement;
- Collaborate with faculty, parents, and CSD support teachers to coordinate and provide maximum student support and ensure continuity of provision if they receive other student services for learning goals.
- Effectively use technology to enhance student learning and access curriculum.

Teaching and Learning

- Support, identify, and disseminate the most effective teaching approaches for students with English language support needs;
- Review and analyze teachers' unit plans, assessments, and classroom language usage and provide co-teaching, differentiated materials, coaching, or a guide for in-class language learning supports;



- Monitor progress and set objectives, learning targets, and provide individual supports for students who need additional scaffolding acquiring English language goals (by phases in middle school/high school, by grade level in primary school);
- Collect and interpret specialist assessment data (including WIDA, IXL, MAP, and IB criteria) to inform best practice;
- Implement co-teaching strategies (where possible), coaching, and guidance for in-class language learning supports.
- Undertake coordination of language support provisions through close liaison with teachers, parents, CSD staff, and external agencies;
- Work with administrators, teachers, and grade level coordinators to ensure all student learning is of equal importance and that there are realistic expectations of each student;
- Consider and suggest a range of teaching strategies and equipment that could be utilized for student support and success;
- Work with CSD Director and staff to develop effective strategies for successful student progress by:
 - Assessing individual student needs.
 - Monitoring student achievement and progress.
 - Goal setting and communicating plans, including writing student support plans, and working with teachers to identify teaching and differentiation strategies.
 - Developing and maintaining a recording system to monitor student progress.
 - Working with teachers and Learning Assistants to develop in-class supports for students.

Effective Deployment of Staff and Resources

- Advise the CSD Director of priorities for expenditure, the deployment of staff and the utilization of resources to maximize efficiency of English language acquisition supports;
- Maintain and develop resources, coordinate their use, and monitor the effectiveness in meeting Keystone Academy's objectives of English Language support policies as directed by the CSD.

PERSONAL SPECIFICATIONS

The successful applicant will have the following skills and abilities, knowledge, and experience:



1. Personal Skills and Abilities

- Excellent interpersonal and communications skills;
- An understanding and practical knowledge of contemporary teaching, learning theories and practice;
- Ability to establish effective working relationships with students, teachers, staff and parents;
- Ability to effectively communicate in English and if possible, Chinese;
- Ability to work closely with others (classroom teachers, counselors, support teachers, administrators, parents, students) in positive and productive endeavors.
- At least two years working experience in an International School setting (preferred);

2. Knowledge

- Ability to collaboratively plan with CSD staff and classroom teachers;
- Experience in the integration and use of PYP, MYP, DP or other bilingual curricula frameworks as a teaching and learning tool;
- Analyze MAP data (desirable)
- WIDA trained (desirable)
- Ability to plan and structure individualized learning plan programs to meet the learning needs of each student.

3. Education and Experience

- Bachelor's Degree or above; Master's degree preferred
- English as an Additional Language/TESOL teaching certification or similar degree/training (preferred);
- Specialized in immersive or bilingual English language acquisition (preferred);
- Experience in participating in the development of English language learning provision, policies, and professional growth activities within a school;
- Teaching credentials and a minimum two years teaching experience;
- MYP or DP experience (in Secondary) and IPC experience (in Primary) preferred.