

JOB DESCRIPTION

The job description is intended to present the range of main duties performed by an employee in this position. It is not meant to reflect every and each partial duty performed within the job.

GENERAL INFORMATION	
JOB TITLE	EAL Teacher
SECTION / DEPARTMENT	Elementary School (ES)
REPORTS TO	Elementary School Principal
WORKLOAD	Full-time / 100%

OVERALL PURPOSE OF THE POSITION

Support English language development of Elementary School children. This position involves planning and facilitating inspiring and engaging learning that moves all learners forward through relevant and rich topics. Coplanning and co-teaching with colleagues, in addition to clearly communicating with parents, is a central piece of this role.

DESIRED IMPACTS = Learning@ISP

DEFINITION OF LEARNING: *what does it mean to learn at ISP?*

Learning is a transformative process that:

- **Builds** on what we know and can do,
- **Deepens** what we understand, and
- **Changes** who we are.

LEARNER PROFILE: *ISP learners are...*

Curious
Competent
Compassionate
Changemakers

ISP LEARNING PRINCIPLES *Learning best happens when...*

Learners feel
a sense of
safety
and
belonging



Learners
apply their
learning in
diverse
and
challenging
contexts



Learners
consider and
connect
complex
ideas



Learners' **curiosity**
drives what
and how
they learn



Learners know
what they're
learning
and **why** it is
significant



Learners
know **where**
they are as
learners
and how to
go further

Learners **persist**
with relevant
and rich
challenges



KEY RESPONSIBILITIES

Teaching & Learning:

- Facilitate authentic learning opportunities that support and empower English language growth and development.
- Differentiate for a range of student strengths and needs and develop individual learning programmes for EAL students.
- Conduct a comprehensive assessment of English language proficiency for placement and support.
- Provide students, teachers, administrators, and parents with a detailed evaluation of the English proficiency level, needs, areas for improvement, strengths, and placement rationale.
- Use evidence of learning for instructional purposes.
- Regularly and consistently apply best practices for teaching English language learners.

Collaboration & Co-Teaching:

- Co-plan and use diverse co-teaching models to support children's language learning.
- Act as an expert in supporting colleagues' learning of student language development on a grade-level team(s).
- Be proactive in initiating the use of different instructional strategies to support language acquisition bringing ideas to colleagues that they can use and build on in the mainstream classroom.
- Communicate effectively with teams about children's progress and how to support individual children's language learning in the classroom.
- Be an active partner in building and sustaining trusting relationships with colleagues as these relationships are the foundation of effective collaboration.
- Participate in the overall design, implementation, assessment, and documentation of the Elementary School EAL Program.
- Participate in the school community through student activities.

EXPERIENCE, SKILLS & DISPOSITIONS REQUIRED

- An avid learner and seeker of how to maximize students' skills & interests.
- Successful planning and teaching Elementary School children using student curiosity as a driver.
- Self-driven, proactive attitude, always trying to go to the next level professionally and leading from any seat.
- Ability to effectively communicate with students, parents and colleagues in a clear and empathetic manner.
- A high level of intra and interpersonal intelligence and the ability to work effectively in collaborative environments.
- A growth mindset and open-minded approach to professional learning - a life-long learner.
- International / multicultural teaching experience.
- Impactful educator with an innovative and solutions-focused attitude.

EDUCATION & TRAINING PREFERRED

- BA (MA preferred) Elementary Education and / or teaching certification.
- Certificate or degree in teaching English as an Additional Language (EAL).
- A minimum of three years experience teaching Elementary School EAL Classes (Grades Kindergarten - G5).

Note:

- Signature below is required for hard-copy retention in the personnel file kept within the HR department.
- In ISP Child protection and child safety is of highest priority therefore as part of our comprehensive child welfare policy, ISP performs background checks on all its employees, who must abide by the [**ISP Child Protection Policy**](#).

APPROVED & ACKNOWLEDGED:

Supervisor's Signature:		Date:	
Employee's Signature:		Date:	