



Job Description

Department:	Head of EAL
Focus of Job:	Primary/Secondary Department
Principal Location of Work:	Oryx International School, Mesaimmer, Barwa City, Doha
Contract:	Indefinite/Fulltime

Background

Educating nearly 2,000 students, Oryx International School delivers the best of British Education exclusively for the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The Vision of the school is to ensure that students leave Oryx International School enabled, confident and ready to face the challenges that their next stage of life will bring. Students, in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century, thanks to our school Values and unique approach to education. For more information, www.oryxschool.qa

The Role & Purpose

The Head of English as an Additional Language (EAL) at Oryx International School is responsible for providing strategic leadership and management of the EAL department. This role involves overseeing the delivery of high-quality English language support to students for whom English is not their first language. The Head of EAL will collaborate with teaching staff, students, and parents to ensure that EAL programs meet the diverse needs of students and contribute to their academic success.

Essential Duties & Responsibilities

1. Departmental Leadership

- Provide visionary leadership to the EAL department, setting clear goals and expectations for the team.
- Develop and implement departmental policies, procedures, and curriculum enhancements.
- Foster a positive and inclusive departmental culture that values diversity and promotes effective teaching practices.

2. Curriculum Development

- Collaborate with teachers and curriculum coordinators to develop and adapt EAL curricula that align with the Ministry of Education (MoE) and school standards and objectives.
- Ensure that EAL programs are differentiated to meet the diverse needs of students across various grade levels.



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- Incorporate and align curriculum development with the Bell Foundation framework and supporting strategies, ensuring that best practices in English language acquisition are integrated into the EAL programs.

3. Professional Development

- Identify professional development needs for EAL teachers and staff.
- Organise workshops, training sessions, and resources to enhance the skills and knowledge of EAL educators.
- Encourage ongoing professional growth among EAL staff members.

4. Assessment and Progress Monitoring

- Implement effective assessment tools to measure students' language proficiency and progress.
- Analyse assessment data to identify areas of improvement and adjust teaching strategies accordingly.
- Provide regular feedback to teachers and parents on students' EAL development.
- keeping the EAL register up to date, including on iSams as well as ensuring student trackers are up to date on SharePoint

5. Appraisals, Drop-Ins, and Learning Walks

- Conduct regular performance appraisals for EAL teachers and staff, providing constructive feedback and setting professional development goals.
- Perform unannounced drop-in observations and scheduled learning walks to assess the quality of EAL instruction and identify areas for improvement.
- Collaborate with teachers to develop action plans based on observation feedback, fostering a culture of continuous improvement within the EAL department.
- Ensure that appraisal processes are transparent, fair, and aligned with the school's overall professional development framework.

6. Collaboration

- Collaborate with other subject/classroom teachers to support EAL students' integration into the regular classroom.
- Work closely with parents and guardians to keep them informed about their child's EAL progress and strategies for improvement.

7. Resource Management

- Ensure efficient allocation of resources.
- Maintain an up-to-date inventory of EAL teaching materials and resources.

8. Compliance and Reporting

- Ensure compliance with all relevant educational regulations and standards related to EAL programs.
- Prepare regular reports for school leadership and stakeholders regarding the EAL department's performance including updating the SER review termly for the end of year review.



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9. Student Support

- Provide individualised support to EAL students
- Advocate for students' academic and social well-being

APPOINTMENT:

The Head of Department is appointed as a position of Middle Leadership .

APPRAISAL/REVIEW CONDITIONS FOR RESPONSIBILITY POST

The appointee to this position will be required to undergo a yearly Professional Review with a member of the Senior Leadership Team, including a satisfactory completed Department SER.

Note:

Please note that the Head of EAL is expected to conduct assessments for new students identified through CAT4 assessments, both during the summer holidays and after school in the summer term, to facilitate appropriate placement and support for incoming students. This can be done via Teams/or Zoom. This is to ensure that there is no delay in school's admission process.

This job description is not exhaustive and may be subject to change or amendment based on the needs of OIS.

Signature **Date:**

