



**Britannica International School**  
Budapest  
an Orbital Education School



***INSPIRE, EXCEL, EXCEED***

**[Head of Primary English as an Additional Language \(EAL\) and Primary EAL teacher Job Description](#)**

**Do you want a role where you can make a real impact? Do you want to work in a stimulating International setting for a growing global Educational company? If so, you will be interested in this fantastic opportunity to join our successful International School.**

We are looking for a committed, dynamic and passionate teacher who can lead a highly skilled and accredited team of EAL practitioners. You will be someone with drive and passion who believes in creating a unique, inspiring and outstanding place for learning.

**Key Criteria**

- A suitable teaching qualification in Primary Education English
- Experience, understanding and skills relevant to the specific responsibilities of the post.
- An ability to demonstrate recent effective strategies to achieve high quality teaching and learning of EAL learners
- The ability to lead a team.
- Effective communication skills to a wide range of people (staff, parents, students)
- Effective organisational and classroom management skills.
- Ability to make effective use of ICT to enhance teaching and learning

**Key Tasks**

- To plan, share, prepare and teach courses and lessons in accordance with agreed schemes of work and school/Key stage policies;
- To implement the English National Curriculum;
- To provide an effective learning environment in accordance with the School's 'Learning and Teaching' Policy;
- To prepare daily and long-term lesson plans according to curriculum

guidelines;

- To be a specialist in teaching English;
- Maintain productive working habits and discipline in the classroom;
- Supervise students throughout the day, both in the classroom and outside during breaks;
- Attend staff meetings and training and development sessions;
- Assess, evaluate and report on students' educational progress and abilities;
- Set and conduct testing as required by school leadership.
- Discussing students' progress with parents and guardians, administrators and other professionals as necessary.
- Organising, attending and supervising school activities such as excursions, school concerts, camps and sporting events;
- To make effective use of teaching assistants or other adults in the classroom.

**In addition to the role of a normal subject teacher at Britannica International School, the Head of Department shall:**

- Monitor the effectiveness of all members within the Department, in keeping with the Learning and Teaching Policy.
- Monitor the effectiveness of all members within the Department, in order to ensure high levels of achievement by all students in the school, subject to their capabilities.
- Contribute to supporting the Performance Management process both in terms of his/her own performance and also the performance of staff for whom they are responsible.
- Hold regular, minuted, Departmental meetings. These minutes to be circulated to all relevant personnel including the Head of Primary
- Check that Schemes of Work are being adhered to, and are updated as necessary.
- Check that all long-, medium- and short-term planning is completed by all members of the Department.
- Ensure that all necessary assessment procedures are in place within the Department. These assessment procedures should be used to support students' learning, in line with Britannica International School's practice on Assessment for Learning.

- Order all the necessary resources for the Department within good time, be that locally or abroad. The Head of Department should aim for quality as well as value for money; however, all items should be sourced locally if at all possible. The HOD is responsible for the reasonable safe keeping of such resources and for the annual stock take.
- Be responsible for ensuring safe working practices and a safe environment in accordance with Britannica International School's Health & Safety Policy.

**Other Duties and Responsibilities:**

Any other duties/responsibilities within the purview of the profile of the teacher concerned and within his/her areas of responsibility, in the fields of teaching, learning and/or directly related to their job description that the Principal may from time to time ask the post holder to perform.