



Job Description Form

Elementary EAL Teacher

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Elementary EAL Teacher	Reference: 261007
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School and Principal(s)	
Position Type	Fixed Term Contract	
Position Status	Full Time	

Position Objective

The role of the EAL Teacher is essentially to build and maintain a successful EAL Program which includes providing support for students with English language needs and preparing EAL students for accessing the curriculum in English.

Responsibilities

Relationships:

- Developing trusting and effective relationships with all the children they work with, and their parents
- Establishing supportive and positive working relationships with all other members of staff
- Becoming a presence across the whole school and a representative of it within its wider community
- Displays professional respect, collaboration and collegiality at all times

Educational Role:

- Developing and executing the preparation, planning and delivery of EAL classes and activities for students
- Using a range and balance of teaching strategies, including EAL strategies
- Building on student capabilities and differentiating to meet student needs
- Be data informed, to ensure targeting the needs of individual students, through diagnostic, summative and formative assessment
- Provide feedback on learning progress to all stakeholders, in a timely manner, and in line with our school's policies and procedures
- Collaboration on Grade Level Units of Inquiry and homeroom planning, for accommodation of EAL students
- Ensuring that the teaching materials and environment is well managed and appropriately resourced
- Involving students in shared reflection during, and at the end of, each unit on a consistent basis
- Evaluating the program collaboratively with teaching partners, and parents and students as appropriate, using agreed flexible

Extended Professional Role:

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of Stamford American International School
- Taking responsibility for the class during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Ensuring that the children are safe and secure at all times
- Communicating regularly and positively with parents via timely meetings, school platforms (Toddle), reports and conferences
- Carrying out other duties and tasks as reasonably directed by your Principal(s) and/or Head of School, or their designate

Parents:

- Coordinating parent meetings where appropriate to review a students' progress
- Provide parent workshops, as and when appropriate
- Parent - Teacher Conferences



General

- To teach any classes as deemed necessary
- To provide any other reasonable duties delegated by the School Management

Position Requirements

- Experience working with EAL students in an educational setting (preferably an International School setting)
- WIDA trained and qualified
- EAL qualifications
- UFLI phonics program experience desired
- Experience with, proficient in, and knowledge of co-teaching
- Proficiency in other EAL testing and reporting systems
- Excellent communication skills, both verbal and written.
- Strong interpersonal skills for working collaboratively with students, staff, and parents.
- Proficient in using Google Suite, Microsoft 360, iSAMS (preferrable), Toddle (preferrable)

Qualifications

- At least 3 years of experience working with Elementary School EAL children
- Minimum Bachelor's degree in Education or equivalent
- Hong Kong EDB Teacher Registration - highly desirable
- EAL qualifications, including but not limited to
- WIDA trained

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PSA

Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required
- School Environment - Ho Man Tin Campus
- Working hours 7:15 am to 4:15pm, Monday to Friday, plus staff meetings, Professional Development, Community Days, Induction, school camp
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment

- Working Hours: 7:15 am – 4:15 pm, Monday to Friday, plus occasional staff meetings and trainings
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required



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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.