

**NALDIC**

**Part-time EAL Project Officer**

**Job Description**

**1. Job Details**

**Job title:** EAL Project Officer

**Responsible to:** NALDIC Chair

**Salary:** £25,000 (Self-employed)

**Location:** To be negotiated with the Chair

**Start Date:** Immediate start

**Hours per week:** (PTE) 20 hours per week (2.5 days)

**Contract Type:** 1 year fixed term

**Closing date:**  11th September 2015

# 2. Job Purpose

* To take a lead on the development of new training courses for English as an additional language (EAL)
* To organise and deliver school-based CPD courses
* To support and promote the work of NALDIC (as directed by the NALDIC Chair).

**3. Main Responsibilities:**

**To promote the general work of NALDIC and take the lead in training and course design. The role will include but not be limited to the following activities:**

* To design CPD courses for both primary and secondary sectors.
* To build a database of schools and work in partnership to provide CPD as requested.
* To support the building of NALDIC’s regional groups and events and link this with networks of schools.
* To restructure existing CPD courses, update them and develop them into smaller accessible components.
* To work in collaboration with the committee to update the website and develop a ‘point of view’ or professional blog/forum to support teacher dialogue and raise awareness around EAL issues.
* Establish and maintain a database of all EAL related work/organisations.
* To promote and increase NALDIC membership.
* To support the Chair of the Events Committee to coordinate the national annual conference and other related seminar and Knowledge Exchange events.

**To build capacity in key areas of work within NALDIC and to liaise with key organisations and stakeholders**

* To act as a point of contact for The Bell Foundation and other organisations to liaise on all projects.
* To coordinate design of new courses developed for The Bell Foundation’s Whole School Language Awareness project.
* To organise/coordinate and support the implementation of a higher-level EAL coordinator course for small- and medium-sized groups of participants.
* To coordinate training of The Bell Foundation associates in specific EAL areas.
* To complete additional tasks as directed by the NALDIC Chair.

**For further information about the post please contact Yvonne Foley (07725881241).**

**To apply:**

Please send a full CV and a letter of application to: naldic@btconnect.com by 11th September 2015.

**Date of Interview:** TBC

**Note to applicants:**

The shortlisting will be based on the answers given to the Person Specification below.



**Person Specification**

**Part-time EAL Project Officer**

**1 year fixed term post**

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| --- | --- | --- |
| Do you have the right to work in the UK (Please circle) | **Yes** | **No** |
| **Behaviours** | **Essential** | **Desirable** |
| Ability to network and liaise with various organisations and key stakeholders in the educational context | Essential |  |
| Successfully manage relationships with colleagues working in the EAL sector in the UK | Essential |  |
| Understand the aims and objectives of NALDIC |  | Desirable |
|  Able to work independently and meet deadlines as required | Essential |  |
| Able to communicate clearly and effectively to a range of audiences | Essential |  |
| Professional teaching qualifications or training in areas related to EAL | Essential |  |
| Able to travel to the NALDIC Head Office in Reading on a regular basis | Essential |  |
| **Skills and Knowledge** |  |  |
| Have a wide knowledge base of EAL pedagogy | Essential |  |
| Possess a clear understanding of the English educational context and the needs of EAL learners | Essential |  |
| Possess project management skills  |  | Desirable |
| Ability to design, organise and deliver school-based CPD successfully (both short a longer courses) | Essential |  |
| Possess excellent ICT skills to work with NALDIC’s web editor to promote the work of the organisation  | Essential |  |
| Ability to work with others as part of a team to organise seminars and conferences | Essential |  |
| Ability to use social media and other forms of communication to promote NALDIC’s membership and professional development strategy | Essential |  |