

Job Description : Teacher in charge of ESOL 2026

Responsible to: Deputy Principal

Reports to: HoD English, DP in charge of ESOL department

This position is responsible for: -
Leadership and Management of the ESOL Department.

This involves: -

1. Responsibility for the academic progress and educational pathway of all ESOL students
2. Responsibility for all testing and tracking of funded ESOL students
3. Responsibility for the leadership and management of the ESOL Department
4. Working with the HoD of English to foster ESOL skills across the school
5. Maintaining an up-to-date Departmental Handbook/scheme with support from ESOL teacher
6. Preparing an annual departmental strategic plan
7. Ensuring departmental spending remains within budget, and that money is spent on the resources budgeted for
8. Designing ESOL courses, and ensure they are properly taught, resourced and assessed

Responsibility	Tasks	Support from:
<p>Identify and establish needs of ESOL students</p> <p>Students may be current Ministry funded students OR new students.</p> <ol style="list-style-type: none"> a. New students may be b. New International students c. New immigrants d. Transfers from other schools with Ministry funding – check with previous school 	<ul style="list-style-type: none"> • Communicate with the enrolment officer and DPs to ensure all new enrolments for ESOL students are flagged • Meet the newly enrolled students • Organise assessment 	<p>Enrolment officer Director of International Students Deputy Principals</p>
<p>Testing and Funding</p> <p>Responsible for assessing & placing Immigrant students into appropriate & relevant courses, taking note of past record, age and suitable education pathway.</p>	<ul style="list-style-type: none"> • Organise testing of new students using ELLP; both Internationals and Permanent Residents. • Marking all tests and digitally storing all data • Help to maintain student digital and hardcopy folders • Share data and effective strategies with mainstream teachers • Establish ESOL needs and appropriate level of assistance • Set goals for each student in consultation with classroom teachers. • Review the use of ELLP matrix to ensure it is being completed accurately • Consult with mainstream teachers to ensure ESOL students are being provided appropriate support • ELLP funding applications required twice a year are completed in a timely manner 	<p>Teacher of ESOL Deputy Principals HoD English</p>
<p>Professional Development</p> <p>Actively seek and participate in regular PL to ensure that the practices and</p>	<ul style="list-style-type: none"> • Attend Curriculum Meeting • Attend ESOL Cluster Meetings • Attend Staff Meetings 	<p>SLT in charge of PL</p>

<p>pedagogy adopted by the department aligns with best practice</p>	<ul style="list-style-type: none"> • Lead ESOL Meetings 	
<p>Teaching and Learning Responsible to ensure the ESOL teaching program aligns with best practice as recommended by MoE</p>	<ul style="list-style-type: none"> • Complete moderation for ESOL Unit Standards • Develop ESOL programmes according to needs of students and the Ministry of Education progressions • Oversee the planning and delivery of tasks which support ESOL students • Develop and maintain learning focused relationships with the students 	<p>Teacher of ESOL Deputy Principals HoD English</p>