ROLE DESCRIPTION

POSITION TITLE: **English as an Additional Language/Dialect (EAL/D) Coordinator**

REPORT TO: **Deputy Principal Teaching and Learning**

TENURE: **2026 – 2027**

POL: **2**

TIME ALLOWANCE: **5 hours per cycle (coordination)**
Lesson allocations as required for Year 7 to 12.

The EAL/D Coordinator will be an advocate for Culturally and Linguistically Diverse (CALD) students in the school community. This includes advocating for Aboriginal and Torres Strait Islander students so that teaching and learning is culturally inclusive. The role will involve working collaboratively with a range of staff and teachers to improve educational outcomes and to assist students to develop English Language skills within culturally inclusive classrooms. Collaboration with the parents/ guardians, community groups representing various cultures and staff will take place to better serve the needs of individual students as well as the whole school community so that St Mary MacKillop College is known for its cultural competence and inclusive teaching practices.

Duties and Responsibilities
The duties and responsibilities specific to the EAL Coordinator include:

Enrolment and Student Support
- Liaise with the College Registrar, Transition Coordinator and House Leaders regarding accurate enrolment and socio linguistic information.
- Facilitate communication between school and families.
- Advise, where required, re provision of interpreters, translated school documents and funding applications.
- Assist and support EAL/D and Indigenous students with their transition and induction to the College.
- Liaise with the Deputy Principal Teaching and Learning, Director of Wellbeing and House Leaders to identify learning and or pastoral care needs.
- Resource uniforms, books and resources to low income EAL/D students, with the permission of the Principal.

Program Coordination and Administration
- Use ongoing assessment to assess individual language needs.
- Monitor student learning data for improved English language outcomes.
- Maintain open communication with colleagues regarding identified language needs.
- Establish and maintain sociolinguistic profiles

- Establish and maintain Individual Learning Plans to identify academic achievement, monitor progress reports, identify learning needs, strategies and resources in collaboration with mainstream teachers when applicable.
- Complete CECV accountability requirements for New Arrivals Language Proficiency Record and Refugee Strategy Accountability Form where applicable.
- Establish, maintain and share EAL/D initiatives and resources within the school community via a secure, interactive learning platform.
- Identify future areas of development for the EAL/D learning area.
- Support planning and identify point of need for professional learning in EAL/D, literacy learning and cultural awareness for students and teachers.
- Use visuals around the College in order to raise the profile of the multicultural nature of the College.
- Encourage student participation in raising the profile of EAL/D and Indigenous students' culture.
- Teach across both campuses, as required.

Classroom Teacher Support
- Support colleagues to develop appropriate content and effective teaching strategies for differentiation of class tasks.
- Assist teaching staff to identify and locate resources that address the learning strengths and needs of EAL/D students.
- Assist classroom teachers with assessment practices and reporting, using the new Victorian Curriculum EAL/D assessment guidelines.
- Raise staff and student awareness of cultural and linguistic differences.
- Encourage professional development of teachers.
- Share personal professional development and resources on a shared portal.

English Language Student Support
- Implement and deliver English language support program for Year 7 - 10 students addressing identified areas of need.
- Establish, maintain and teach the VCE EAL and/or VCE VM/VPC Literacy (for EAL/D students) Curriculum at Years 11 and 12
- Maintain running records, work samples and other relevant evidence of student progress to assist teachers with assessment and reporting with the EAL guidelines where applicable.
- Use the Victorian Curriculum EAL Pathway P-10, TEAL and ACARA resources.
- Negotiate levels of support and timetables for individual EAL students in consultation with the Deputy Principal Teaching and Learning.
- Employ electronic support - Google translate, phone apps, etc as appropriate.

Professional Practice
- Maintain professional competency as an EAL and Literacy teacher through professional development and networking at various levels.
- Demonstrate understanding of Victorian Education Departments initiatives such as the EAL/D Elaborations of the Australian Professional Standards for Teacher and further national policies related to EAL provision.

Other Duties
Other duties and responsibilities as per all other Subject Teachers are expected to be discharged.

These include:
- Provide opportunities to engage students in a variety of learning experiences where students are encouraged and supported in achieving personal excellence.
- Provide students with a positive role model through their actions as a committed Catholic educator.
- Teach classes in line with courses of study developed by domain and/or School teams or as part of the VCE, VETiS, VELS or Australian Curriculum.
- Assist relevant Curriculum Leaders in reviewing, designing and developing curriculum for EAL /D students
- Develop engaging curriculum and teaching strategies.
- Work as part of a team of Domain and/or School based staff.
- Other tasks as directed by the Principal.

Committee Affiliation
The EAL/D Coordinator will attend:
- Teaching and Learning Team Meetings
- Teaching and Learning Staff meetings
- English Curriculum Meetings
- Staff Meetings
- Staff Briefing

Child Safety
Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:
- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety
All staff are expected to:
- Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.