

## Primary English as an Additional Language (EAL) Coordinator

**Start Date: August 1, 2025**

### UISG Mission & Values

UISG is an inquiry-driven learning community that embraces the diversity and uniqueness of each individual and commits to the International Baccalaureate Continuum

**At UISG, we strive to be: Unique, Inclusive, Successful, and Globally Aware**

Position Title	Primary English as an Additional Language (EAL) Coordinator
Department/Division	Primary
Reports to	Head of Primary
Collaborates with	Heads of Department (HOD), Heads of Year (HOY), Homeroom teachers (HRT), Student Support Team (SST), Section IB Coordinator(s), Teaching Assistants, Divisional Team

### Overview of the Role

The EAL Coordinator plays a transformative role in the UISG community, providing support and empowerment for students learning English as an additional language. With a unique blend of teaching and leadership responsibilities, this position focuses both on enhancing language proficiency and fostering a sense of belonging and cultural appreciation among all students. The EAL Coordinator is dedicated to creating an inclusive environment where diverse voices are celebrated, and every student is given the tools and confidence to thrive academically and socially. By collaborating with teachers, engaging with families, and implementing innovative programs, the EAL Coordinator inspires a love for learning and bridges cultural gaps, ensuring that every student feels valued and equipped to succeed in their educational journey.

### Duties and Responsibilities of the Role

<b>Curriculum Leadership</b>	<ul style="list-style-type: none"> <li>• Develop and oversee the EAL program, ensuring alignment with school goals and best practices in language acquisition.</li> <li>• Model excellent classroom teaching practice in the implementation of EAL.</li> <li>• Support teachers in addressing the needs of students facing challenges in learning English.</li> <li>• Offer training sessions to develop the confidence of teachers as language teachers.</li> <li>• Arrange EAL assessments data to identify, track, and document student progress, ensuring students receive all necessary support.</li> <li>• Liaise closely with the Secondary School to promote seamless transition from PYP to MYP.</li> <li>• Ensure that the English language program aligns with the transdisciplinary context of the PYP.</li> <li>• Manage resources and develop teacher awareness of resources and expectations.</li> <li>• Coordinate with EAL teachers to arrange in-class and pull-out support for students that need additional support.</li> <li>• Collaborate with teachers to create inclusive instructional strategies that support students with EAL needs in mainstream classes.</li> </ul>
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March 24, 2025



Utahloy International School Guangzhou (UISG)

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	<ul style="list-style-type: none"> <li>• Serve as a resource for families, helping to facilitate communication between home and school, including leading parents' workshops.</li> <li>• Advocate for the needs of students with EAL challenges within the school community and promote cultural awareness.</li> <li>• Coordinate assessments and placement for new EAL students, ensuring their smooth transition into the school environment.</li> <li>• Serve as a member of the whole school student support team.</li> </ul>
<b>Teaching Responsibility (40%)</b>	<ul style="list-style-type: none"> <li>• Provide high-quality instruction to students with EAL needs, focusing on language development and academic integration.</li> <li>• Design and implement engaging lesson plans that cater to varying levels of language proficiency.</li> <li>• Assess and monitor student progress, providing targeted support and feedback to enhance learning outcomes.</li> <li>• Attend collaborative planning meetings to build connections with homeroom and single-subject teachers.</li> </ul>

### Requirements

- Two years or more of teaching experience in a related field or subject
- With a national teaching credential or PGCE certificate
- With IB PYP teaching experience

### How to apply & Other information

To apply for a position at UISG, send an email to [recruitment@uisgz.org](mailto:recruitment@uisgz.org), including:

- A letter outlining your interest in the role
- Your CV/resume
- The current contact information of at least two people who have supervised your work in the past five years, including your current head of school or supervisor.

UISG holds itself to the highest standards of child protection. The school requires a clearance of criminal records and successful background checks for all staff working with children. Be prepared to submit such documents from your country of origin and the country of your current residence, if different.

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