

EAL Coordinator's checklist

Roles and responsibilities	Rationale	Not in place	On going	Achieved
BME register set up and reviewed annually	Know your pupils' identities and ethnicity for monitoring purposes			
Class lists of EAL pupils and languages to CT set up and reviewed annually	Know your pupils' languages and ethnicity for inclusion and lesson planning			
New arrivals admissions policy in place	Ensure correct data is collected on admission and allocate responsibility			
Welcome and induction policy for NA pupils in place	Staff allocated to support NA with inclusion and basic language acquisition			
Organise Multilingual Assistants when required	Provide first language support for vulnerable pupils			
Assessment A-E grades completed annually	Provide grades for statutory school census data collection			
BME and EAL pupils' progress tracked and monitored	Check progress against local and national group attainment			
Arrange and monitor ongoing staff CPD	Ensure staff are equipped to support EAL pupils effectively - understand basic EAL pedagogy and practice; know school policies			
Audit and catalogue resources	Inform staff as to what resources are available to support EAL - bilingual books, dictionaries, games etc.			
Audit the school environment	Ensure that the cultural, religious and linguistic diversity of pupils and staff is reflected around the school and in classrooms			
Develop strategies to involve and engage isolated parents and groups	Ensure school is inclusive and encourages community cohesion			