



Job Description

JOB TITLE:	ESOL Tutor
SALARY:	£26.99 an hour inclusive of Holiday Pay
HOURS:	Up to 5 hours per week
BASIS:	Sessional
REPORTS TO:	Head of Adult and Community Learning
CAMPUS:	Windsor / Slough and Langley Colleges
JOB PURPOSE:	To deliver high quality teaching and academic support that enables learners to reach their potential ESOL (English for Speakers of other Languages) programme.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:

1. Effective delivery of a teaching programme which will include classes from ESOL Pre-Entry to Level Two.
2. To contribute towards the ongoing development of the ESOL Plus curriculum, and the provision of ESOL
3. To cover teaching in the day and/or evenings, as required by the Department.
4. Undertake/support initial assessment and enrolment duties when required.
5. Assessment of student progress and performance, and preparation of appropriate reports and develop ways of working in the classroom that are responsive to learners' needs, monitor and evaluate knowledge, skills, progress and practice.
6. Accurate and timely record keeping (i.e. enrolments, lesson planning, registers, withdrawals, transfers, assessment, examination entries and results, and progress reports).
7. Promote and facilitate high levels of attendance, retention and achievement.
8. Maintain student morale and discipline inside and outside 'the classroom' within the college delivery and in conjunction with college management.



9. Keep abreast of curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the post holder.
10. Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies and standardisation.
11. Assess professional and personal development needs through playing a full part in the College's observation, appraisal and performance management process.
12. Keep up to date in relevant areas of professional expertise through reading, attendance at meetings, training, visiting industry/commerce and/or membership of networks as appropriate.
13. Any other duties commensurate with the grading of this post as may be required from time to time.

The right candidate for this role will:

- Have a can-do attitude and a positive outlook
- Be able to build positive rapport with both students and other staff members
- Have flexibility in working with a range of students.
- Be willing to give new challenges a go and seek personal development
- Have some experience in working with 14–16-year-olds & Post 16s ideally in an educational setting.

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

Sept/2025



PERSON SPECIFICATION

ESOL Tutor

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Educated to degree level (in any subject area) (please state this in your application)		X	AF
Basic ESOL Subject Specialist qualification (CELTA, Cert TESOL) (please state this in your application)	X		AF
An advanced ESOL Subject Specialist qualification (e.g. DELTA, DTE(E)LLS, ADTE(E)LLS) (or demonstrate a willingness to work towards in your application)		X	AF
An endorsed generic teaching qualification (e.g. PGCE, DTLLS, Cert Ed.) (or demonstrate a willingness to work towards in your application)	X		AF
A GCSE A*-C equivalent qualification in English and Maths	X		AF
EXPERIENCE			
Proven experience of teaching ESOL and/or EFL across a range of levels	X		AF/IV
Proven experience of teaching adults 19+	X		AF
Proven experience of motivating learners to stay on course and achieve and preparing learners for exams		X	IV
SKILLS, KNOWLEDGE AND ABILITIES			
An effective communicator with demonstrable oral and written English at Level 2 or above	X		AF/IV
Ability to deliver creative and innovative teaching which inspires and engages all learners	X		IV/T
Proven ability to work independently and as part of a team		X	IV
Ability to assess learners' individual needs and plan a programme of learning to maximise progress		X	IV
Commitment to developing own practice and continuing professional development		X	IV



Be highly organised, methodical and have a flexible approach to working practices		X	IV
Proven ability to use Microsoft Office, Word, Outlook and PowerPoint	X		AF/IV
Proven ability to use Information Learning Technology (ILT) in a teaching situation		X	AF/IV/T

KEY:

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation