



## **JOB DESCRIPTION**

<b>TITLE:</b>	Lecturer of ESOL
<b>GRADE/SALARY:</b>	£26.52 per hour
<b>DEPARTMENT:</b>	ESOL
<b>STATUS:</b>	Sessional Contract
<b>RESPONSIBLE TO:</b>	Head of Department - ESOL
<b>CAMPUS:</b>	Langley
<b>JOB PURPOSE:</b>	To deliver high quality teaching and academic support that enables learners to reach their potential and can cover programmes across ESOL (English for Speakers of other Languages), Digital Skills and Functional Skills Maths.

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

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### **The main duties and responsibilities of the post include the following: -**

1. Effective delivery of a teaching program which will include classes from ESOL Pre-Entry to Level GCSE Level for 16-to-18 age groups, and Adults. Lessons include ESOL, Digital Skills and Functional Skills Maths.
2. To contribute towards the ongoing development of the ESOL curriculum.
3. To teach in the evenings, as required by the Department.
4. Undertake initial assessment and enrolment duties when required.
5. Regular assessment of student progress and performance, and preparation of appropriate reports.
6. Accurate and timely record keeping (i.e. enrolments, registers, withdrawals, transfers, assessment, examination entries and results, and progress reports).
7. Liaison with the line manager to monitor and improve student attendance.
8. Maintain student morale and discipline inside and outside the classroom, within the college site, and in conjunction with college management.
9. Contribute to the organization of and/or delivery of enrichment activities relevant to the students' personal development and future aspirations.
10. Keep abreast of curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the post holder.

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

**NOTE**

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 at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

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.

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 Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

Sep 2024



## PERSON SPECIFICATION

Lecturer in ESOL

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Educated to degree level (in any subject area) <b>(please state this in your application)</b>	✓		AF
Basic ESOL Subject Specialist qualification (CELTA, Cert TESOL) <b>(please state this in your application)</b>	✓		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)		✓	AF
An endorsed generic teaching qualification (e.g. PGCE, DTLLS, Cert Ed.) <b>(or demonstrate a willingness to work towards in your application)</b>		✓	AF
A GCSE A*-C equivalent qualification in English and Maths <b>willingness to work towards (please state this in your application)</b>	✓		AF
<b>EXPERIENCE</b>			
Proven experience of teaching ESOL and/or EFL across a range of levels	✓		AF / IV
Experience of teaching Maths at Entry level to Level 1	✓		
Proven experience of teaching ESOL to young people in the 16 -18 age group and/or adults a		✓	AF
Proven experience of motivating learners to stay on course and achieve and preparing learners for exams		✓	IV
Experience of teaching IT at at entry level 1 to ESOL learners		✓	IV
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
An effective communicator with demonstrable oral and written English at Level 2 or above	✓		AF / IV
Ability to deliver creative and innovative teaching which inspires and engages all learners	✓		IV / T
Proven ability to work independently and as part of a team		✓	IV
Ability to assess learners' individual needs and plan a programme of learning to maximise progress		✓	IV
Commitment to developing own practice and continuing professional development		✓	IV
Be highly organised, methodical and have a flexible approach to working practices		✓	IV
Proven ability to use Microsoft Office, Word, Outlook and PowerPoint	✓		AF/IV
Proven ability to use Information Learning Technology (ILT) in a teaching situation		✓	AF/ IV /T

**KEY:**

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

All of the elements marked IV will be assessed at interview

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

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