

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Lecturer in ESOL (ESOL Skills for Life)</b>
<b>Responsible to:</b>	Subject Lead Adult Maths and English
<b>Functional Liaison with:</b>	Information and Guidance (IAG and tutoring staff) Course Directors Director of Maths and English Work Based learning Co-ordinators Course Teams [including both classroom and work based] Other staff as required
<b>Main Purpose:</b>	To teach ESOL Skills for Life qualifications
<b>Maximum Annual Teaching Hours:</b>	900 (Lecturer 1)

### **Main Duties and Responsibilities**

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- 1 Teach ESOL Skills for life qualifications to a range of classes across the college, learning centres and workplaces as required.
- 2 Play an active part within the Maths and English delivery team which includes:
  - Developing standard schemes of work and lesson plans as appropriate
  - Disseminating exemplar teaching, learning and assessment materials
  - Participate in internal verification for Entry Level Functional Skills Mathematics and English, Speaking, Listening & Communication at Level 1/Level 2 and ESOL qualifications
  - Advising and supporting vocational staff to embed and contextualise development of learners Mathematics and English skills within their vocational programmes
  - Contributing to regular staff development sessions as appropriate
  - Contributing to an annual self-assessment and improvement plan for the subject area

- 4 Act as tutor to Mathematics, ESOL and English Functional Skills / GCSE / Skills for Life learners, where relevant and as required.
- 5 Participate in course team meetings, curriculum planning and materials development as appropriate.
- 6 Assist with marketing and publicity of all courses within the Department as required.
- 7 Attend parent, career and other evenings as appropriate.
- 8 Act as mentor to new members of staff / PGCE Students and give support to other new team members as appropriate
- 9 Liaise with schools, moderators, verifiers, assessors, industrial bodies and employers as appropriate.
- 10 Carry out general duties attached to the post on the College premises.
- 11 Teach at any of the College's premises and/or at employers or partners premises as required
- 12 Undertake any other duties commensurate with the grade as required by the Director of English and Mathematics and the Subject lead for adult maths and English
- 13 Support and assist other College Course Directors and Work Based Learning Co-ordinators with the organisation and management of the College's Maths and English provision.

## Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><b><u>Qualification:</u></b></p> <p>A TESOL / CELTA</p> <p>Teaching Qualification or Willingness to undertake any training or development as or when appropriate. It is a requirement that all new entrants to teaching obtain the Certificate in Education (or equivalent) within 2 years (if full time) or 4 years (if part time) of taking up the post.</p> <p><b><u>Knowledge/Skills</u></b></p> <p>Good communication skills. Good IT skills. Good customer service skills.</p> <p><b><u>Experience:</u></b></p> <p>Significant experience of teaching ESOL to 16-19 &amp; 19+ learners Good or better 'Teaching, Learning and Assessment' grades. Experience of working with young people.</p> <p><b><u>Personal Qualities:</u></b></p> <p>Ability to work with young people and adults in a supportive way. Ability to work as part of a team. Enthusiastic about Maths, English and character strengths. Possess a flexible approach to the delivery of services. Ability to engage and motivate young people and adults in Mathematics and English lessons Able to to travel to other sites to deliver planned sessions.</p>	<p><b><u>Qualification:</u></b></p> <p>Certificate in Education, PGCE or higher teaching qualification would be advantageous</p> <p><b><u>Knowledge/Skills:</u></b></p> <p><b><u>Experience:</u></b></p> <p><b><u>Personal Qualities:</u></b></p>	<p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p> <p>A, I,</p>

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Salary and Conditions of Service**

1. New appointments to the College are subject to a 12 month probationary period.
2. Holidays: 52 days per annum plus public holidays.
3. Contributory pension scheme with Teachers' Pensions.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.