

## **Sessional Teacher: ESOL**

Adult and Community Learning

Directorate of Academic, Creative, Community, Digital and professional Studies

Ref: 22.21

### **1. The Appointment**

As a teacher on ESOL programmes you will deliver ESOL Skills for Life from Entry 1 to Level 2.

There will be the opportunity to contribute pro-actively to the Adult and Community Team in promoting a positive learning experience for all our learners.

You will be required to provide a supportive and professional environment that will aid the development of individuals and groups of learners. You will be expected to be organised with excellent time management and administrative skills, have the ability to build positive relationships through excellent communication skills and teamwork, have a flexible and professional attitude as well as demonstrate that you are able to plan and apply effective approaches to teaching to groups of learners with mixed abilities.

You will ideally be educated to at least level 3 and must hold a TEFL teaching qualification and have relevant experience in delivering ESOL in an educational sector.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess excellent presentation and communication skills and be able to demonstrate achievement of targets.

This is a sessional hours post (various part time hours).

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

### **2. The Post**

#### **2.1 Main Duties and Responsibilities**

- a) To plan, deliver and assess ESOL for groups of adult learners within the college and out in the local community, in line with both awarding body requirements and the college standards for teaching learning and assessment.
- b) To design, develop and monitor resources for learner use.
- c) To ensure learners carry out and initial assessment, are enrolled timely, registered with the awarding body and assessed at the correct level.
- d) Complete learner Individual Learning Plans (ILPs) to show set targets and progression.

- e) Take part in regular training to develop role in line with regulatory requirements and participate in team meetings.
- f) You will be required to be flexible towards any additional management requests.
- g) To work with other tutors in developing best practice learning, teaching and assessment ensuring standardisation and continuity.
- h) To assess learners according to established guidelines.
- i) To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area including CPD each academic year to meet college requirements.
- j) To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- k) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- l) To complete registers in a timely way and accurate manner and record destination data.
- m) Promote progression opportunities to all learners on course.
- n) To maintain appropriate standards of learner behaviour.

## **2.2 Other Responsibilities**

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

	Essential	Desirable
<b>Qualifications:</b>		
Degree level qualification		✓
Level 3 TEFL qualification	✓	
Teaching qualification to at least Level 3	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualification/recent experience	✓	
<b>Experience</b>		
Recent experience of delivering in an educational sector to groups and individuals	✓	
Evidence of delivering high quality and effective learning experience	✓	
Ability to maximise ICT to support learning where applicable	✓	
Recent experience of developing appropriate resources	✓	
Ability to consistently plan, deliver and evaluate high quality learning activities	✓	
<b>Personal Qualities</b>		
Excellent communication skills	✓	
Ability to build positive relationships	✓	
Flexible and professional approach with learners, colleagues and external customers	✓	
<b>Qualities/Approach linked to college values</b>		
Demonstrate a positive approach to customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at Work	✓	
Demonstrate a commitment to safeguarding, equality and diversity and promoting student welfare	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

**4. Position within the College**

The post-holder will report directly to the Head of Department: Adult and Community Learning.

**5. Terms & Conditions**

- a) The post is offered on a West Nottinghamshire College Sessional Delivery contract.
- b) The salary will be £19.00 per hour with an additional payment made each month for the annual leave entitlement that is accrued in that month (£22.23 per hour including holiday pay).

- c) You will be required to work hours as agreed and detailed on your sessional contract.
- d) The college operates a contributory Average Salary Pension Scheme.
- e) The post holder may be located at any West Nottinghamshire College Site or community venue and may be expected to travel as required.

## 6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Friday 27<sup>th</sup> May 2022**

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.50.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**