



Lecturer in Community ESOL

Job Description

Faculty / Department:	ESOL & EFL
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Responsible to:	Head of Learning – ESOL and EFL
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Responsible for:	N/A
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Grade:	Salary Range: £30,427 - £42,136 per annum (Grade 3 – 4)	Hours:	Part time, 22.2 hours per week, Permanent (0.6 FTE)
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Role Summary:
To effectively plan, implement, and deliver ESOL courses.

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none"> To teach effectively on a range of the Department's curriculum programmes, which will include lessons, covers and the delivery of qualifications in college and/ or community-based venues. Thoroughly prepare suitable teaching, learning and assessment materials for a range of courses/levels and make use of a variety and appropriate learning and teaching methods. Continue to develop the college's new VLE platform and digital technologies as a method of delivering flexible teaching, learning and assessment. To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements. <p><u>Team Work</u></p> <ul style="list-style-type: none"> To work closely with the other Departments, as well as with partner agencies. <p><u>Communication / Documentation</u></p> <ul style="list-style-type: none"> Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of equality and diversity.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

This Job Description and Person Specification is accurate as at October 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



PERSON SPECIFICATION

Lecturer in Community ESOL

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Qualified teacher e.g. Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification. Level 3 or equivalent/qualification within subject area. Degree level or equivalent qualification. A minimum of 4 GCSEs (Level 2 qualifications, A* - C, 9 – 4) including Maths and English, 	<p>A, I</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> Possess a qualification in the delivery of ESOL e.g. Level 4 Certificate for ESOL Subject Specialist (or currently studying). First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification. 	<p>A</p> <p>I</p>
Experience	<ul style="list-style-type: none"> Successful experiences of teaching learners of varied ages, backgrounds and abilities. Experience of working with people from all backgrounds and minority groups. Relevant experience within the FE and/or community learning sector. 	<p>A, I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> Recent and relevant experiences of developing ESOL programmes. Familiarity with current developments in education and training. 	<p>A, I</p> <p>A, I</p>
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Evidence of ability to apply effective approaches to 	<p>I, P</p>	<ul style="list-style-type: none"> Fluency/competence in a second language. 	<p>A, I</p>

	<p>teaching to more than one level and target audience.</p> <ul style="list-style-type: none"> • Evidence of delivering high quality and effective learning. • Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies. • Excellent communication (verbal and written) and interpersonal skills. • Ability to plan and prioritise. • Excellent administrative and organisational skills. • Able to work flexibly as part of a team. • Evidence of understanding of differences between assessment and evaluation. • Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational policy and procedures. 	<p>I, P</p> <p>I, P</p> <p>I, P</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A, I</p>	<ul style="list-style-type: none"> • An outstanding practitioner of ILT. 	<p>A, I</p>
<p>Other</p>	<ul style="list-style-type: none"> • Demonstrate a positive approach to equality and diversity and customer service. • Ability to work flexibly. • Demonstrate an ability to take responsibility for your 	<p>I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> • Awareness and deep level understanding of equality and diversity matters in the workplace and community. 	<p>I</p>

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	<p>own and others Health and Safety at work.</p> <ul style="list-style-type: none">• Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility.	I		
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TERMS & CONDITIONS FOR ACADEMIC STAFF

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

All eligible Academic Staff will be automatically enrolled into the Teachers' Pension Scheme (TPS) which provides comprehensive retirement benefits. It may be possible to transfer benefits from a previous company or private pension plan into the scheme.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, many of which provide benefits over and above statutory benefits.

Sick Pay

The College has a scheme of enhanced sickness benefits.

Training and Development

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors In People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-In process.

Holidays

Full time Academic Staff are entitled to 39 days' annual leave per year as well as 5 days' additional leave to be taken on days directed by the Corporation (e.g. during the shutdown between Christmas and New Year). All staff are entitled to the 8 public bank holidays each year. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

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Free and ample parking space is available on both sites, subject to availability at peak times.

Trade Union Representation

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or the previous working day if the 27th falls on a weekend or bank holiday day.

Salary Progression

Salary progression will be in accordance with the criteria approved by the Corporation.

Notice Periods

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term employees will serve notice as per their contract of employment. The notice period applicable during a probationary period is 1 month.

Location of Work

Your principal place of work will be at the site given in the contract of employment and job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

Equality of Opportunity

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be justified in relation to employment, education and training.