



## Lecturer in Foundation ESOL

### Job Description

<b>Faculty / Department:</b>	Lifelong Learning and Skills
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<b>Responsible to:</b>	Head of ESOL
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<b>Responsible for:</b>	N/A
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<b>Grade:</b>	Salary Range: £30,427 - £42,136 per annum pro rata (Grade 3 – 4, SCP 16 - 27)	<b>Hours:</b>	Part-Time, 2.2 hours per week, Permanent 0.6 FTE
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<b>Role Summary:</b>
The successful applicant will join an established team that plans, implements, and delivers ESOL courses.

<b>Main Duties and Responsibilities:</b>
<p><b><u>Work Processes and results</u></b></p> <ul style="list-style-type: none"> <li>• Teach effectively on a range of the Department's curriculum programmes, which will include lessons, cover and the delivery of qualifications in college.</li> <li>• 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.</li> <li>• Continue to develop the college's new VLE platform and digital technologies as a method of delivering flexible teaching, learning and assessment.</li> <li>• To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements.</li> </ul> <p><b><u>Team Work</u></b></p> <ul style="list-style-type: none"> <li>• To work closely with the other Departments, as well as with partner agencies.</li> <li>• To work with the Head of ESOL and other teachers in developing best practice in teaching, learning and assessment, ensuring standardisation and continuity.</li> <li>• To attend and contribute to relevant meetings within the Department and the college.</li> <li>• To work flexibly as directed by the line manager.</li> </ul> <p><b><u>Communication / Documentation</u></b></p> <ul style="list-style-type: none"> <li>• Communicate effectively across a wide range of audiences.</li> </ul>

- Have available an up to date scheme of work (showing methods of delivery and the development of wider skills) for each course/class taught and to provide a copy of this information to the Head of ESOL by the start of the course.
- Using the college's central system, promptly and accurately update all class records including the register of attendance and tracking of student progress against targets.
- Keep records as required of all student assessed work and report progress or otherwise at appropriate meetings.
- Undertake the normal administrative duties required of lecturers including assistance with the initial assessment of learners during enrolment, induction and providing management information as required.

### **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.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the college's CPD programme.

### **College Values**

- To demonstrate and uphold the College's values.
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges.
- To attend relevant and associated training, as required.

### **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.

### **General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*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 postholder.*

*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 postholder.*

*This Job Description and Person Specification is accurate as at July 2025. 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 Foundation ESOL

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

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

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

V1023

	<p>ability to take responsibility for your own and others Health and Safety at work.</p> <ul style="list-style-type: none"><li>• Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility.</li></ul>	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**

V1023

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 27<sup>th</sup> 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.