



Lecturer in Adult ESOL

Job Description

Faculty / Department:	Adult ESOL & EFL	
Responsible to:	Head of Learning – ESOL and EFL	
Responsible for:	N/A	
Grade:	Salary Range: £27,269 - £34,810 per annum pro rata (SCP 16 – 25, Grade 3 – 4)	Hours: Full time 37 hours per week, (1 FTE)

Role Summary:	
To effectively plan, implement, and deliver ESOL courses. The teaching commitment will be on the following course:	
<ul style="list-style-type: none"> • ESOL Skills for Life • English for Vocation • IELTS • Distance Learning 	

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none"> • Teach effectively on a range of the Department’s curriculum programmes, which will include lessons, cover 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.

Team Work

- To work closely with the other Departments, as well as with partner agencies.
- To work with the Head of Learning and other teachers in developing best practice in teaching, learning and assessment, ensuring standardisation and continuity.
- To attend and contribute to relevant meetings within the Department and the college.

Communication / Documentation

- Communicate effectively across a wide range of audiences.
- 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 Learning 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.

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.

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- Follow all agreed Quality Assurance and Risk Management Systems operating in the College.
- To assess learners according to established guidelines, and provide a positive learning experience.

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.



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

PERSON SPECIFICATION

Lecturer in Adult ESOL

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 from commitment to obtain the required teaching qualification Level 3 qualification within subject area Degree level qualification, or equivalent qualification Level 2 qualifications (GCSE A* - C or equivalent) in Maths and English or a willingness to attain these qualifications with the support of the College 	<p>A</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 	<p>A, I</p> <p>I</p>	<ul style="list-style-type: none"> Recent and relevant experiences of developing ESOL programmes Familiarity with current developments 	<p>A, I</p> <p>A/I</p>

	<p>from all backgrounds and minority groups</p> <ul style="list-style-type: none"> • Relevant experience within the FE and/or community learning sector 	<p>I</p>	<p>in education and training</p>	
<p>Skills/ Aptitudes/ Competences/</p>	<ul style="list-style-type: none"> • Evidence of ability to apply effective approaches to teaching to more than one level and target audience • 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 	<p>I, P</p> <p>I, P</p> <p>I, P</p> <p>I, P</p> <p>I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> • Fluency/competence in a second language • An outstanding practitioner of ILT 	<p>A, I</p> <p>A, I</p>

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	<ul style="list-style-type: none"> 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>A</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 own and others Health and Safety at work Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility 	<p>I</p> <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>

TERMS & CONDITIONS FOR ACADEMIC STAFF

Conditions of Appointment

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

- medical review*
- verification of relevant qualifications*

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- receipt of references considered suitable by the College
- a satisfactory enhanced Disclosure check

Pension Arrangements

All Academic Staff have the opportunity to participate in the Teachers' Pension Scheme which provides comprehensive retirement benefits. It is often 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 operates a Maternity, Paternity and Adoptions schemes which provide for benefits over and above the normal statutory benefits.

Sick Pay

The College has a scheme of sickness benefits which are over and above the statutory sickness entitlements.

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 performance review system.

Holidays

Full time Academic Staff are entitled to 39 days of annual leave per year as well as 5 days additional leave to be taken on days directed by the Corporation (e.g., between Christmas and New Year). All staff are entitled to the 8 public bank holidays in 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 interest of efficiency.

Staff Parking

Free and generous parking space is available on site 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 parts. Payment is made on the 27th day of each month or the next working day thereafter.

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 appointments may be offered with a notice period of one week or one month, depending upon the length of the fixed term. 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 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

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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 seen to be justified in relation to employment, education and training.