

ESOL Tutor - New Directions

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Reading
Borough Council
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Job Description

Job Title ESOL Tutor

Location New Directions

Grade/Salary Range Grade 2 scp 4 (£21,153) - Grade 3 scp 8 (£25,608) depending on qualifications and professional membership.

Service/Directorate Directorate of Economic Growth and Neighbourhood Services (DEGNS)

Job Purpose

To deliver high quality education through effective teaching, learning and assessment. To assist Curriculum Managers in the implementation of the curriculum and in the evaluation of the impact of the curriculum through robust quality assurance processes.

Designation of Post and Position within Departmental Structure

The post reports to the relevant Curriculum Manager.

The postholder will not be required to supervise other staff.

Main Duties and Responsibilities

1. Planning and delivering learning and assessment, including involvement in exams
2. Conduct initial assessments and use results to inform planning
3. Create and use schemes of work
4. Create and use formative and summative assessment plans
5. Create and use session plans
6. Create and use course resources and materials
7. Fully utilise and support learners in the use of Virtual Learning Platform (VLE) and other e-portfolio/digital learning platforms.
8. Create and review individual learning plans, set individual learning and personal development targets for learners, review progress, provide feedback.
9. Keep all attendance records up to date, mark online registers.
10. Work with Lead IQA/Tutor to identify at risk learners and create and implement action plans.
11. Work with Lead IQA/Tutor to confirm individual learning aims, activities relating to internal and external quality assurance.
12. Provide good information, advice and guidance to all learners and potential learners, partners, stakeholders and employers when required.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post Enhanced with a check of the barring list(s)

If *, does the post require a check against the list of people barred from working with vulnerable adults? YES

<i>If *, does the post require a check against the list of people barred from working with children?</i>	YES
<i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i>	N/A
<i>Is this post “politically restricted”?</i>	NO
<i>Responsibility for Health & Safety:</i>	LEVEL
<i>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</i>	N/A
<i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above</i>	N/A

Person Specification

Qualifications/Education/Training

1. Has or is working towards a recognised Level 4/5 teaching/assessing qualification
2. Has or is working towards a Level 2 qualification in English and Mathematics
3. Has or is working towards a Level 2 qualification in Digital Skills
4. Has a higher-level accreditation within their subject specialism or significant delivery experience and/or strong levels of occupational-competence
5. Has or would consider working towards an IAG Qualification
6. Is a member of the Society for Education and Training (SET) or prepared to join
7. Has a demonstrable CPD record and an ongoing professional commitment to CPD

Experience

1. Has experience of delivering accredited qualifications and/or learning that is mapped to a outcomes-framework such as RARPA
2. Experience of teaching adults and/or young people
3. Experience of creating learning resources, schemes of work, sessions plans and assessment plans
4. Experience of providing information, advice and guidance to adult learners
5. Experience of delivering learning using virtual learning environments

Skills, Abilities & Competencies

PROFESSIONAL SKILLS

1. Motivate and inspire learners to promote achievement and develop their skills to enable progression.
2. Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment.
3. Promote the benefits of technology and support learners in its use.
4. Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning.
5. Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge.

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

1. Maintain and update knowledge of your subject and/or vocational area.
2. Maintain and update your knowledge of educational research to develop evidence-based practice.
3. Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence.
4. Evaluate your practice with others and assess its impact on learning.
5. Manage and promote positive learner behaviour.
6. Understand the teaching and professional role and your responsibilities.

PROFESSIONAL VALUES AND ATTRIBUTES

1. Reflect on what works best in your teaching and learning to meet the diverse needs of learners.
2. Evaluate and challenge your practice, values and beliefs.

3. Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge.
4. Be creative and innovative in selecting and adapting strategies to help learners to learn.
5. Value and promote social and cultural diversity, equality of opportunity and inclusion.
6. Build positive and collaborative relationships with colleagues and learners.

Specific Working Requirements

- You will deliver from a range of venues around Reading and will also deliver learning online using blended learning techniques. It is desirable for Teaching staff to have a driving licence and access to a car.
- Staff are asked to note that an Ofsted inspection notification could impact on approval of leave requests.
- All staff will need to participate in annual Safeguarding and Prevent Training and a minimum duration of continuous professional development.
- Health & Safety Level 1 training will be provided for this post.