



New College Durham

## JOB DESCRIPTION

<b>Job Title:</b>	ESOL Instructor
<b>Grade:</b>	Support Grade E01 – E03
<b>Hours:</b>	37 hours per week pro rata
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	Education and Supported Learning
<b>Accountable to:</b>	Head of School

### Job Purpose

The post holder will be a member of the ESOL team. They will contribute to the effective and efficient recruitment to all courses within the section and the organisation and delivery of courses, to support academic colleagues.

### Key Result Areas

1. The post holder will instruct students for up to 1000 hours per annum (pro rata). Duties will include:
  - Management of a regular caseload of scheduled sessions as directed by ESOL course leaders/Curriculum Manager.
  - Planning independent delivery of sessions as directed by course supervisor, in all aspects of language systems (e.g. grammar, vocabulary, pronunciation, functional language, skills development).
  - Undertake assessment, monitoring and marking of student work and related activities and provide differentiated verbal/written feedback to students on both student work and pastoral issues.
  - Provide cover supervision, support in recruitment, support student trips and work experience.
  - Supervise student learning activities in a learning centre, library, classroom, IT centre, workshop, visits, placement or any other learning situation.
  - Support students in exam preparation and development of employability skills.
2. Liaise with relevant staff such as subject tutors, course leaders, personal tutors, curriculum managers and other staff to support the students' learning experience.

3. Contribute to the on-going development of the process and documentation for planning for learning.
4. Work with learners and colleagues on ILPs to monitor and inform learner progress and to support students with target-setting and action planning in regards to their academic, life and employment aspirations.
5. Undertake, as directed, the requisite administration appropriate to the learning situation including the marking of registers, maintaining details student records/contact logs and the submission of other returns and records.
6. Contribute towards the Quality Assurance and Improvement procedures, including internal processes and any external validating or QA body requirements.
7. Liaise with relevant staff such as subject lecturers, course leaders, tutors, Curriculum Managers and Head of School.
8. To work one-to-one with learners, as required.
9. To raise student aspirations, and develop and enhance their skills.
10. To be responsible for actively identifying own professional development needs.
11. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

### **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

### **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training

designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

### **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

**Assessed by key:**

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

**PERSON SPECIFICATION**

**Job Title:** Instructor in ESOL

<b>Knowledge &amp; Experience</b>	<b>Assessed by</b>	<b>Essential</b>	<b>Desirable*</b>
English <b>and</b> Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or willing to work towards**	1	✓	
Level 6 Graduate Qualification or Equivalent in a relevant subject	1	✓	
Accredited ELT/TESOL qualification (Classified as at least first level qualification under British Council accreditation scheme)	1	✓	
Recent teaching experience or practice with ESOL/EFL at a range of levels	1, 2	✓	
Experience of working overseas	1, 2		✓
Knowledge of the difference between EFL and ESOL (UK context)	2, 4	✓	
Ability to plan sessions independently, as directed	1, 2, 4	✓	
Ability to establish a rapport with learners from a wide variety of backgrounds	2, 4	✓	
Demonstrate a sound knowledge and awareness of the use of English and the linguistic systems underlying it	2, 4	✓	
<b>Skills</b>	<b>Assessed by</b>	<b>Essential</b>	<b>Desirable*</b>
A proven track record of being able to prioritise and organise own work	2, 3, 4	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	1, 2, 3	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	2, 3	✓	

Demonstrate the ability to work effectively with others	2, 3	✓	
A commitment to resolving problems and to improving own performance	2, 3	✓	
Possess drive, enthusiasm and a commitment to providing an excellent service to both internal and external customers including employer engagement	2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail while responding to a fast moving environment.	2, 3	✓	
Competent and confident in using IT	1, 2, 3	✓	
Suitable to work with young people and vulnerable groups	1, 2	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

\*\*This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

**Issue Date: February 2018**