

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

**Tutor (ESOL)****Vacancy ID: 008736**

Salary: £14.3292 per hour

Closing Date: 29/04/2018

**Benefits & Grade**

Grade I

Direct teaching time will be paid plus additional hours for preparation, marking and CPD etc.

**Contract Details**

Casual

**Contract Hours**

As and when required within the hours Monday – Friday, 9am to 9pm, and occasional weekend workshops

**Job Description**

Stockton Learning and Skills is a high performing service that is expanding its offer of ESOL. To support our growth we are seeking to appoint new casual tutors.

If you are a qualified teacher/tutor and have experience of delivering ESOL please get in touch.

This is an opportunity to teach in the post 16 sector. Applicants will need to have a teaching qualification and a minimum of 2 years teaching ESOL

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Linda Barton, Assistant Manager, on 01642 528127.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

## **CULTURE, LEISURE & EVENTS JOB DESCRIPTION**

**Post Title:** Casual Tutor (ESOL)  
**Post Ref:** 32674  
**Grade:** I  
**Responsible to:** Delivery Team Lead

### **Job Purpose:**

To deliver, plan, develop and evaluate a range of adult education courses (19+ accredited and non-accredited) for ESOL learners

### **Base:**

Tutors will work for the Learning and Skills Service which covers the Stockton Borough

### **Main Duties and Responsibilities:**

1. Delivering all forms of pedagogic work including classroom teaching, tutorials, or project work
2. Participating in curriculum development work including planning, development and evaluation of courses and preparation of learning materials.
3. Maintaining appropriate quality standards and quality monitoring including risk assessment, learner retention rates, examination results, achievement rates and learner progress.
4. Enabling all learners to achieve nationally recognised accreditation.
5. Marketing activities, including preparation of promotional materials and participation in marketing events.
6. At all times to have the learner's interests as a priority and plan support according to individual learner needs.
7. Liaising with relevant staff such as vocational subject tutors.
8. Marking and assessing learner work and participation in external awarding body requirements. (Including internal verification)
9. Participating in team meetings, relevant to the course, or service.
10. Participating in staff development activities, including appraisal and in-service training.
11. Liaise with internal and external partners to establish and develop courses specific to requirements.
12. Provide detailed verbal and written feedback on lesson content, learner responses to learning activities and learner behaviour.

13. Motivate and progress learning by using clearly structured and innovative teaching and learning activities.
14. Promote and support the inclusion of all learners, including those with specific needs, both in learning activities and within the classroom.
15. Monitor learner's participation and progress and provide constructive feedback in relation to their progress and achievement.
16. Ability to work towards agreed targets.
17. Attendance at and participation in external courses and internal training and development courses for staff as required
18. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary to enable compliance with the Authority's Health and Safety rules and legislative requirements.
19. This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulation, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.
20. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.

**CULTURE, LEISURE & EVENTS  
PERSON SPECIFICATION**

**Post Title:** Casual Tutor (ESOL)  
**Post Ref:** 32674

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b> Teaching qualification (DTLLS, Cert Ed or PGCE FE) ESOL teaching qualification Level 2 English and maths or equivalent English Level 4 or equivalent Evidence of continued professional development Experience of using ICT with learners	√ √ √ √ √	√
<b>Experience</b> At least two years' teaching Evidence of previous ESOL delivery Coaching/mentoring skills to raise learner aspiration and attainment Understanding and experience of the learning support needs of those with learning difficulties, disability and mental health issues and factors which affect their success.	√ √ √ √	
<b>Skills/Knowledge</b> Excellent communication and presentation skills. Competence and confidence in the use of IT. Knowledge of Skills for Life agenda.	√ √ √	
<b>Personal Qualities</b> Record keeping skills Self motivating Proven effective people skills Adaptability/flexibility Commitment to continuous improvement	√ √ √ √ √	
<b>Other Requirements</b> Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role. Willingness to work flexibly including some evening/weekend work	√	√