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| **Job description** | | | | |
| **1** | | **Post** | **17.18HSL01** | |
| 1.1 | | Post: | ESOL Teacher | |
| 1.2 | | Programme area: | ESOL and Digital Skills | |
| 1.3 | | Line Manager: | Assistant Head of Programme – ESOL and Essential Computing | |
| 1.4 | | Location: | 1-10 Keeley Street, Covent Garden, London, WC2B 4BA  The postholder may be required to work at other locations. | |
| 1.5 | | Hourly Rate: | £34.40 per hour inclusive of pro rata holiday entitlement and preparation time. | |
| 1.6 | | Dates and times of class: | Semester 1 and 2 (September to June 27 2018). To begin as soon as possible  Monday and Wednesday – 6.30pm – 9.00pm  Plus: Recruitment to an approved tutor pool. City Lit is pursuing a number of innovative and exciting projects working with employers and local community groups. Successful applicants will be offered this work as appropriate and when it becomes available. | |
| **2.** | | Main purpose of the job | | |
|  | | To plan, teach and evaluate courses that meet the English language needs of ESOL students to enable them to participate actively in the world, enhance their employability and gain appropriate qualifications. | | |
| **3.** | | **Main activities and responsibilities** | | |
| 3.1 | | Teaching ESOL to a class of Entry 3 students to enable them to prepare them for their Entry 3 speaking and listening, reading and writing exams | | |
| 3.2 | | Teach in a flexible and creative way that reflects accurately the advertised programme and meets the overall requirements of the curriculum offer. | | |
| 3.3 | | Work co-operatively within the programme area team. | | |
| 3.4 | | Provide and work to a course outline, scheme of learning, lesson plans and individual project briefs as required. | | |
| 3.5 | | Use ILT to facilitate learning with guidance and support from e-learning advisors. | | |
| 3.6 | | Develop and use exciting and creative learning materials to inspire and meet the needs of a diverse student group | | |
| 3.7 | | Assess students’ learning inside and outside the classroom, providing feedback and correcting homework as required. | | |
| 3.8 | | Take responsibility for classroom administration, e.g. registers and checking students’ enrolment status etc. | | |
| 3.9 | | Keep up to date with subject knowledge (ESOL) and other issues affecting the lives of ESOL students. | | |
| 3.10 | | Advise students on progression routes to other courses. | | |
| 3.11 | | Carry out quality assurance procedures such as course reviews and course evaluation procedures. | | |
| 3.12 | | Attend relevant training / development events and meetings as required. | | |
| 3.13 | | Any other duties as appropriate to the post. | | |
| 3.14 | | Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding safeguarding, health & safety, equality & diversity and customer care. | | |
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| 4. | **Selection criteria** | | | **Your application should show evidence that you:** |
|  | **Qualifications** | | | * Have Level 2 qualifications in both Literacy and Numeracy (or equivalent). * Have a Level 5 or above teaching qualification in ESOL or English language teaching in post-compulsory education |
|  | **Work experience** | | | * Have experience of teaching successful accredited and non-accredited ESOL to adults at Entry Level, Level 1 and Level 2 * Can create a vibrant and dynamic learning environment in a range of settings * Respond to a diverse range of learning needs within a single class |
|  | **Create an outstanding student experience** | | | * Create ESOL classes which respond to the specific learning needs of the students * Create classes which inspire students, enable them to achieve both inside and outside the classroom * Can support students to overcome barriers to learning. |
|  | **Committed to City Lit’s success** | | | * Can raise the profile of your course(s) at City Lit * Have an understanding of and experience of promoting equality and diversity * Understand and have experience of promoting safeguarding, health and safety as appropriate to the role |
|  | **Contribute to quality improvement** | | | * Can support the process of quality improvement and understand your role in it. |
|  | **Contribute to a positive working environment** | | | * Can communicate effectively and listen to others. * Can work in a collaborative and responsive way. |
|  | **Help their team produce outstanding results** | | | * Work effectively as part of a team. * Share best practice and learn from other colleagues |
|  | **Keep learning and improving** | | | * Undertake continuing professional development. * Have up to date knowledge and enthusiasm and interest for the subject. |

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| **5.** | **How to apply** | |  |
|  | Please complete our online application form using the following web link: <https://sfp.citylit.ac.uk/CityLit/Default.aspx>  Closing date: **23:59, Tuesday 26 September 2017**  Interview date: **Tuesday 03 October 2017**  Please refer to the guidance notes when completing the application form. | | |
| **6.** | **Statutory requirements** | | |
| 6.1 | Prior to the commencement of any employment City Lit has a statutory duty to verify your right to work in the United Kingdom, your identity and any qualifications claimed in support of an application. | | |
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| **7.** | **Contractual requirements** | | |
| 7.1 | This post is subject to the successful completion of a probationary period of employment in accordance with the probationary procedure. | | |
| 7.2 | Digital resources must be made available for all courses in accordance with the digital resources strategy. | | |
| 7.3 | Quality assurance records must be completed and maintained in accordance with the quality handbook. | | |
| 7.4 | Teaching will be observed and graded according to the observation of teaching and learning policy; at City Lit grades 1 and 2 are the normal accepted grades; grades 3 and 4 will result in improvement strategies linked to the probation or performance improvement procedures. | | |
| 7.5 | a Level 5 or above teaching qualification in ESOL or English language teaching in post-compulsory education | | |
| **8.** | **Our values** | | |
|  | Collaborate  Create  Transform  Our values support our mission and vision.  We expect our staff to work by and promote our values as we believe this contributes to our success. These values underpin our selection criteria; therefore, we aim to appoint people who can display an understanding of our values and how they relate to our mission, vision and strategic objectives during the recruitment process. | | |
|  | Date job description created: | September 2017 | |