



JOB DESCRIPTION

Lecturer - ESOL



INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or **extremely good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Lecturer – ESOL
Department	ESOL
Pay Spine	Teaching & Learning 21-37
Post Reports To	Head of ESOL

POST OUTLINE:

To undertake teaching and related duties that fully support students throughout their learning journey and provide them with a high-quality learning experience.

MAIN TASKS:

- To plan, design and deliver stimulating learning programmes/sessions and facilitate learning in line with course aims, objectives, mode of assessment and accreditation.
- To identify and assess students' needs throughout their programme of study and tailor classes accordingly.
- To monitor, evaluate and improve the quality and effectiveness of learning programmes, sessions and own practice.
- To undertake course leadership both as tutor and co-teacher.
- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of students and the wider community served by the College.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College, including adherence to the Prevent agenda.

JOB ACTIVITIES:

- To assist in the recruitment, admission and enrolment processes of students, in line with agreed policies and procedures and, in doing so, seek to ensure that all students (actual and potential) are placed on the appropriate programme for their needs and abilities.
- To participate in careers events/open days and other marketing opportunities as appropriate and assist in the preparation of course leaflets and publicity materials.
- To employ a wide range of assessment strategies to identify your students' strengths and areas for improvement. This will include not just assessing language ability but also soft / study skills.
- To contribute to an informative and enjoyable induction process.

- To identify support needs e.g. Welfare, Counselling, Learning, Financial and assist students to access the required support.
- To plan, design and deliver high quality ESOL classes based on these identified and assessed student needs.
- To use innovative, high quality learning methods, modes of delivery and resources - including E-learning - that are responsive to the needs of individual students. Student participation and involvement should be maximised in all aspects of the learning process
- To set, monitor and evidence individualised targets for your students.
- To give students feedback on what they are doing well and their areas for improvement.
- To undertake administrative and organisational duties associated with teaching including processing of essential forms and data, preparation, marking of registers, examinations, educational guidance, parent evenings and any other associated duties.
- To carry out course-related quality and monitoring procedures as part of the Self-Assessment process, contributing to the preparation of documentation as appropriate.
- To attend meetings as appropriate, including all relevant team meetings held to monitor the learning experience, and to contribute to the implementation and review of action plans through the College's quality assurance systems.
- To participate in College training and development as required and to take responsibility for keeping up-to-date with developments in ESOL and in the practice of teaching and learning.
- To share good practice with the team / cross-college and conduct peer reviews.
- To act as a tutor for identified cohorts and to take responsibility together with co-teachers for collating information, solving problems and completing tasks accordingly. This will include responsibility for achievement / attendance / action planning / target setting / tracking / causes for concern / enrichment / progression. Equally to work collaboratively as a co-teacher with tutors and offer support with these responsibilities
- To manage student behaviour in line with published policy and procedure, in classrooms and generally across the College.
- To develop students' employability skills and identify work-related and other progression opportunities for learners.
- To promote equality and diversity in the delivery and practice of the Curriculum Area
- To provide assistance and cover for colleagues as necessary, taking on additional projects as required.

WALTHAM FOREST COLLEGE COMMITMENTS

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
Relevant degree/ESOL subject specific qualification at min. Level 5	E		
Teaching qualification in line with current FE requirements, or willingness to undertake	E		
Level 2 maths qualification	D		
Attendance at training and updating events in the relevant area in the past three years and willingness to continue CPD	D		
EXPERIENCE			
ESOL / EFL teaching experience	E	E	E
Experience of teaching Functional Skills Maths to ESOL students	D	D	
Experience of teaching ESOL students using ICT	D	D	
Experience of teaching JCP / Community ESOL	D	D	
Experience of promoting inclusive learning and equal opportunities, diversity and inclusivity	E	E	E
Experience of setting, monitoring and evidencing targets	D	D	
Experience of continuous quality improvement	D	D	
Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression	D	D	
Experience of curriculum development	D	D	
SPECIAL ABILITIES AND APTITUDE			
Commitment to putting students and learning at the forefront of all actions	E		
Ability to deliver a good or outstanding learning session	E		
Possession of excellent communication skills (oral and written)	E		
Computer literacy and IT skills	E		
Commitment to using a wide range of learning resources to promote high quality teaching and learning and learner engagement	E		
Ability to work collaboratively and supportively as part of a team	E		
Ability to work both under direction and on personal initiative	E		

Aptitude for proactive identification and solution of problems and barriers to effective working	E		
Ability to work under pressure and meet targets and deadlines	E		
OTHER REQUIRMENTS			
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		
Commitment to working with diversity and a range of ability levels	E		
Commitment to the highest possible levels of health and safety for students, staff and others	E		
Flexible approach to hours and duties	E		
Ability and willingness to undertake continuous professional development	E		

* **Key:** AF = Application Form, I = Interview, A = Assessment