



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College’s Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It’s central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

### **English, Maths and Skills for Life**

We are a collaborative and hardworking team who work passionately to seek the very best outcomes for your students. Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in and refurbishment of our learning spaces with interactive technologies.

## **JOB DESCRIPTION**

<b>Post:</b>	ESOL Lecturer (Learners 16-18 years) ESOL Lecturer (Adults 19+)
<b>Reports to:</b>	Curriculum Team Manager
<b>Salary:</b>	Up to £44,468 per annum (Sessional hourly rate up to £30.04 per hour) depending on experience and qualification.
<b>FTE:</b>	Sessional Contracts & Fixed-Term Contracts available



### **Overall Purpose Scope:**

To teach, assess and tutor learners providing high quality, relevant learning opportunities which enable students to maximise their educational, vocational and personal development potential. Working as an effective programme, area, School, and college team member.

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

1. To deliver the curriculum effectively through a variety of different learning strategies.
2. To adopt appropriate learning strategies having given due consideration to the length of the session, intended learning outcomes and the characteristics and needs of the student body.
3. Communicate effectively with students and respond appropriate to their needs.
4. Ensuring appropriate student participation in the teaching and learning process in classes, exercises, case studies etc
5. To ensure that the learning outcomes for the discipline/subject/unit/module etc. are efficiently and effectively delivered.
6. Contributing to programme induction as required by the Team Leader / Head of School
7. Participate as required in the development of the curriculum ensuring that its content is relevant and current.
8. To contribute as required to programme submissions ensuring that all deadlines are met.
9. Making sure that the curriculum meets the requirements of validating and awarding bodies.
10. Ensuring that all assessments are fairly marked and graded and that there is consistency between gradings.
11. To ensure that there is an appropriate marking framework for assessed work, and that the framework is known to, and used by, all members of the teaching team, and that students are aware of and understand the framework.
12. Meeting the deadlines set for the return of work to students and provide feedback in keeping with the policy of the School/College.
13. To utilise those methods of assessment most appropriate to the curriculum content and learning outcomes, and as agreed by the Team Leader and Head of School.
14. Attending, and participate on, Boards of Study, Academic Board, Examination Boards, or others as required by the Head of School.
15. To ensure that the selection procedures are rigorously followed.
16. To ensure that students are offered appropriate guidance on their choice of programme, that student guidance regulations are fulfilled and students are provided with appropriate documentation within the time frame.
17. Undertaking interviewing and other selection procedures as required.
18. To ensure that all students are informed of the rules, procedures and sanctions governing conduct in all College activities.

19. Implementing the College's student attendance and punctuality processes and procedures
20. Ensuring that students are aware of guidance and support services and referring students to these services as appropriate.
21. Maintain an up-to-date knowledge of specialist subject/discipline area and undertake such staff development activities as required by the Head of School.
22. To undertake staff development needs identified during such appraisal, or identified by the relevant academic manager.
23. Maintain records in accordance with College requirements.
24. To ensure that all targets as agreed and set by the College are met.
25. Contribute to the implementation of the College's and academic area's Quality Improvement Plans, participating in college quality processes and procedures.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A. Relevant degree/higher level qualification or equivalent.</li> <li>B. Recognised teaching qualification.</li> <li>C. Literacy and numeracy at Level 2.</li> </ul>	<ul style="list-style-type: none"> <li>A. CELTA or equivalent.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>D. Working knowledge of an appropriate qualification framework.</li> <li>E. A proven background of working within a similar educational environment (eg FE, secondary schools, alternative provision).</li> <li>F. Suitable teaching experience across a variety of levels.</li> <li>G. Evidence of recent updating of vocational or subject area experience.</li> </ul> <p><b>FOR 16-18 LECTURING ROLES:</b></p> <ul style="list-style-type: none"> <li>H. Experience of teaching newly arrived asylum seekers and refugees aged 15-18 in a school or FE setting.</li> <li>I. Experience of providing pastoral support to ESOL learners and the ability to</li> </ul>	<ul style="list-style-type: none"> <li>B. Suitable teaching experience across a range of levels from Pre-entry to Level 2 ESOL, including experience of teaching another subject such as ICT, maths or employability skills.</li> </ul>

	produce detailed reports and feedback on learner progress.	
<b>Skills &amp; Attributes</b>	<p>J. Ability to relate to a diverse student population and act as a role model.</p> <p>K. Good interpersonal and communication skills.</p> <p>L. To be able to work flexibly and effectively as part of a team.</p> <p>M. Good organisational and IT skills.</p> <p>N. Ability to work on own initiative within College aims and objectives</p> <p>O. A commitment to and understanding of Equality and Diversity, Safeguarding, Health and Safety and Data Protection.</p> <p>P. Able to maintain professional standards and boundaries.</p> <p>Q. Specialist knowledge (eg. relevant legislation) applicable to area.</p> <p>R. Strong classroom management skills.</p>	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

### **Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes

- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

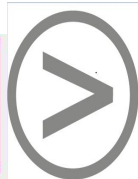
### **Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Application Closing Date: Rolling Advert**

**Interview / Selection Date: Interview may be planned during the advert rollout. Please apply as soon as you can to secure a date.**



Investors  
in Diversity  
Award

Working  
Towards