

JOB TITLE: Associate Lecturer ESOL

ROLE OVERVIEW

Job Title: Associate Lecturer

Grade: Associate Lecturer

Contact Hours: Variable; Annual maximum: 1080 hours; weekly maximum: 30.

Contract: Permanent

Faculty:

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

MAIN RESPONSIBILITIES

1. Teaching, Learning and Assessment.

- 1.1. Participate in the interviewing, enrolment and induction of students.
- 1.2. Provide teaching and learning whether in a classroom or a workshop.
- 1.3. Prepare schemes of work, lesson and assessment plans.
- 1.4. Provide ongoing assessment and feedback to students by

setting and marking work both relevant and appropriate with the course.

- 1.5. Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6. Contribute to the wider enrichment of students and support students' pastoral needs.
- 1.7. Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8. Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.9. Participate in appropriate quality assurance procedures.
- 1.10. Prepare learners for a range of accreditation and assessments.
- 1.11. Maintain accurate and detailed student records, including the writing of reports and references.
- 1.12. Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
2. Commitment to Equal Opportunities.

ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

This job description is current at the below date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: August 2024

Person Specification

JOB TITLE – Associate Lecturer

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Teaching ESOL to different levels (A/I)
- Developing a range of personalised resources to meet learners' needs and the requirements of accreditation. (A/I)
- Working with asylum seekers and refugees. (A/I)

Skills and Abilities

Essential Criteria:

- Excellent verbal and written communication skills (A/I)
- Planning, organisation and time management skills (I)
- Ability to motivate and inspire learners (I)
- Ability to work to deadlines (I)
- Administrative and record keeping skills (I)

Desirable Criteria

- Demonstrable IT competency (A/I)

Personal Qualities

Essential Criteria:

- Flexible approach to working arrangements (I)

Desirable Criteria:

- Willingness to undertake further training if necessary (I)

Qualifications

Essential Criteria

- Recognised specialist qualification (Level 5 CELTA or Trinity CertTESOL)
- Recognised teaching qualification or willingness to work towards one (A/I)

Desirable Criteria

- Level 7 Diploma/Masters in ESOL (A/I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)

Reviewed: August 2024

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.