

JOB DESCRIPTION

Job Title:	Co-ordinator : Adult ESOL
Grade:	Lecturer salary scale
Line Manager:	Curriculum Team Leader
Directorate:	Adult Skills Academy

College Values and Leadership Behaviors

All lecturers employed by Barking & Dagenham College are expected to subscribe to our shared value set and our leadership behaviors, which are intended to deliver our vision which is:

A truly great college – passionate about success

PURPOSE OF THE JOB

The primary purpose of the role of Coordinator is to:

- To ensure the delivery of a quality learning experience to all learners and to promote and deliver high standards of ESOL
- Monitor Initial and Diagnostic assessments and work with line manager to ensure students are placed in the right groups and on the right qualifications.
- To organise and manage ESOL assessments
- To work with the line manager to arrange cover for absences.
- Monitor student attendance, punctuality and other disciplinary issues and refer as appropriate to opportunities coaches.
- To work with the line manager and with other colleagues to design and implement all aspects of the learning programmes.
- Monitor quality of teacher folders.
- Carry out internal verification and standardisation activities.

MAIN ACTIVITIES

1 Teaching and Related Activities

- 1.1 Undertake 648 teaching hours of ESOL teaching per academic year.
- 1.2 Undertake associated organisational /administrative work, together with preparation and marking associated with timetabled work.
- 1.3 Undertake related appropriate learner recruitment, welfare and academic counseling.

- 1.4 To take part in learner recruitment - including carrying out initial and diagnostic assessments and induction.
- 1.5 Act as a mentor to others involved in teaching, learning and assessment.
- 2 **Curriculum Development**
 - 2.1 Work with line manager to develop high quality learning programmes for adults.
 - 2.2 Work with teachers and external stakeholders as appropriate to facilitate and support strategies to raise retention and achievements of learners.
 - 2.3 Work with teachers to promote the development and shared use of a range of high quality teaching and learning materials.
 - 2.4 Participate in staff development activities.
- 3 **Performance Management and Professional Development**
 - 3.1 Participate in the Appraisal scheme. Undertake in-service training based on an agreed assessment of individual and service needs.
 - 3.2 Act as a teaching and learning mentor to colleagues where required, especially those new to teaching and those in areas with satisfactory inspection grades.
- 4 **Computerised Management Information System**
 - 4.1 In collaboration with course team colleagues, other appropriate staff and CIS, ensure that accurate, complete and up-to-date data is input onto the corporate database and other information storage and retrieval systems.
 - 4.2 Comply with the Data Protection Act.
- 5 **General**
 - 5.1 Comply with health and safety legislation and EC Directives. Co-operate fully with the Health & Safety Manager
 - 5.2 Comply with all college policies, including the policy to promote equality of opportunity
 - 5.3 Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your pay band and general level of responsibility, at your main place of work or at any other establishment for which the college provides services.
 - 5.4 Undertake relevant continuous professional development and update CV accordingly on an annual basis.

NB In consultation with you, this job description is liable to variation to reflect actual requirements for the role.