

BARNET AND SOUTHGATE COLLEGE PROPOSED JOB DESCRIPTION

JOB TITLE: ESOL Support Worker

POST REFERENCE: ESOL Colindale

SALARY GRADE: Scale 6

HOURS: 36 hours per week, 38 weeks per year (Term Time Only)

PRIMARY LOCATION:
Colindale

PURPOSE OF POST:

To support and remove barriers for students in ESOL

To support learners to integrate into life in the UK

To enable learners who had had little or no previous education to access learning.

RESPONSIBLE TO:

ESOL Curriculum Manager

Main Duties:

1. To be an active member of the ESOL Team.
2. To establish and build relationships with young people to encourage and enable them to improve their English, maths and understanding of living in the UK.
3. To understand the barriers to learning students have and to help them overcome these.
4. To deliver sessions on British values to ensure learners can better integrate into British life and have a better understanding of different cultures and the impact of issues such as misogyny.
5. To deliver study skills sessions to ensure learners are ready to learn, know how to learn and are able to work in groups.
6. To support YESOL tutors in class, and work with learners who need additional support with their English, Math's, and IT.
7. To run small group sessions for learners who need extra support outside class.
8. Plan, promote and deliver enrichment activities to enhance integration and widen exposure to language learning.
9. To ensure early intervention to support students at risk of failing to achieve their English & Math's qualifications.
10. To liaise with relevant staff and external partners to ensure support is focused and appropriate.
11. To update care teams and parents on students' progress on a regular basis.
12. To be a first point of contact for care teams and parents.
13. To draw up an agreed support plan with students, referring where needed, linking in with staff and the E-ILP to meet appropriate criteria.
14. To use college systems to monitor, record and track students' progress and needs.

15. To develop creative and effective ways to engage students.
16. To participate in appropriate meetings, training or reviews to share good practice and strategies regarding support.
17. To embed Equality of Opportunity and Shared Values in all your work.
18. To participate in gathering qualitative and quantitative feedback on the service to meet College's QA, Audit, Ofsted and any other inspection requirements.

General duties and responsibilities:

1. To provide a helpful, professional and flexible service to internal and external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and students and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development.
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person Specification

ESOL Support Worker

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
Qualifications	Relevant L3 qualification	Possess or be willing to gain L3 Award in Education & Training or equivalent in one year	A
	5-9 in English & Math's or equivalent		A
Experience	Proven experience of working with young people in an informal setting, advice giving and/or mentoring	Experience of overseeing a learning zone	A/I/T
	Experience of embedding E&D and Shared Values in all aspects of the job		A/I/T
	Proven experience of delivering interactive sessions to students		A/I/T
	Proven experience of motivating and supporting students to achieve.		A/I/T
	Experience of setting smart targets for students to work towards		A/I/T
	Experience of promoting a service or subject		A/I/T
	Experience of monitoring learner progress		I
Knowledge & Skills	Able to build and maintain effective relationships, particularly with young people.		A/I/T
	Ability to form effective team working relationships with internal staff and external agencies		A/I/T

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	Ability to collect and report data in a timely manner to allow qualitative and quantitative analysis of the quality and impact of the service delivered.		A/I/T
	Ability to work effectively as a member of a team and autonomously as required.		A/I/T
	Excellent communication skills and good ICT skills including the use of Social Media		A/I/T
	Ability to think 'outside the box' to get key messages across to students		A/I/T
	Demonstrate good knowledge of the FE climate and the impact of legislation on E&M		A/I/T
	Ability to engage and encourage participation in students		A/I/T
	Ability to unpick and understand English & Math's issues		A/I/T
	Ability to form effective team working relationships with internal staff and external agencies		A/I/T
Personal Attributes	Committed to own continuous professional development (please give information about your CPD during the past 2 years)		A
	To uphold and behave in accordance with the College's core values		A/I
	A professional and flexible approach to work with a commitment to work across campuses and evenings /Saturdays as required		A/I
	Demonstrate the willingness to travel and work at all College campuses as service requires		A/I
	Demonstrate the willingness to participate in cross college activities e.g. enrolment, open days as College requires		A/I

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	High level of integrity, discretion and confidentiality		A/I/T
	An understanding of limits and boundaries of the role and know when to refer to specialist agencies and professionals		A/I/T