

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	ESOL Tutor(s)
DEPARTMENT:	Universal Skills
REPORTS INTO:	Universal Skills Coordinator
OVERVIEW OF THE JOB	
<p>We are looking to recruit dynamic and innovative ESOL Tutors, skilled in developing adults' speaking, listening, reading and writing skills. We are also looking for ESOL Tutors able to integrate basic Maths and Digital Skills into their classes.</p> <p>The Centre for Universal Skills enables adults to acquire and develop the skills and competences everyone needs to participate fully in society, make progress at work and express themselves. We develop the most in-demand common skills required for work and non-work life such as communication, problem-solving, analysing, decision-making and seeing the bigger picture.</p> <p>Our pedagogy reflects this intent, so we promote task-based inductive learning that integrates these key skills into the classroom experience.</p>	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Undertake the teaching of classes in English Skills	<ul style="list-style-type: none"> Undertake the teaching of courses within the ESOL section of the Centre for Universal Skills in a creative and dynamic way that implements the curriculum intent and accurately reflects the advertised programme. Create schemes of learning, lesson plans and individual project briefs to fulfil course outlines. Take responsibility for classroom administration, e.g. take registers and check students' enrolment status. Keep up to date with subject knowledge and other issues relevant to the area of work. Work co-operatively within the programme area team.
Assessment of Students	<ul style="list-style-type: none"> Assess students' learning inside and outside the class and provide feedback as required. Carry out quality assurance procedures such as student self-assessment (ILPs) course review and evaluation procedures.
Other	<ul style="list-style-type: none"> Use ILT as appropriate to facilitate learning with guidance and support from e-learning advisors. Develop, revise and use teaching materials that are creative and relevant to a diverse student group. Advise students on progression routes to other courses etc. Attend relevant training / development events and meetings as required. Carry out any other duties as appropriate to the post. Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding Safeguarding, Health & Safety, Equality & Diversity and customer care.
KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED

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<p>Essential</p> <ul style="list-style-type: none"> • Level 2 qualifications in both Literacy and Numeracy (or equivalent). • A teaching qualification and/or extensive background in teaching ESOL to adults. A PGCE in post-compulsory education (ESOL) would be desirable although not essential. <p>N.B. City Lit expects its teaching staff to be qualified to teach adults. We expect tutors who teach more than 50 hours a year to be qualified to Award in education and training (or equivalent). If you do not have the appropriate qualification you should be willing to obtain it within the timescales specified in City Lit's Staff Development policy</p> <p>Desirable</p> <ul style="list-style-type: none"> • Can inspire students to achieve. • Can raise the profile of your course(s) at City Lit. • Can support the process of quality improvement and understand your role in it. • Can communicate effectively and listen to others. • Work effectively as part of a team. • Share best practice and learn from other colleagues. • Undertake continuing professional development. <p>Have up to date knowledge, enthusiasm and interest for the subject.</p>	<ul style="list-style-type: none"> • Proven experience and success in teaching ESOL to adults including non-accredited provision. • Demonstrable experience of teaching in a way that promotes student participation, progression, and expression. • Experience and success in teaching ESOL in a way that promotes student participation, progression, and expression. • Experience of facilitating the development of English skills through imaginative and creative tasks that promote problem-solving, decision-making, analysing and collaboration and other in-demand common work skills. • General competence in Digital Skills and Maths and ability to enable ESOL learners to develop these skills. <p>Experience of supporting learners to invest in their learning so they are aware of what they need to do to improve both within a class and over the length of a course.</p>
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HOURS OF WORK:

Variable depending on course scheduling.