

## JOB DESCRIPTION

<b>JOB TITLE:</b>	English & ESOL Coordinator - 21hrs per week (0.6 fraction)
<b>DEPARTMENT:</b>	Universal Skills
<b>REPORTS INTO:</b>	Head of Universal Skills
OVERVIEW OF THE JOB	
<p>As part of the Centre for Universal Skills, the English &amp; ESOL Coordinator will play a key operational role in the delivery of English and ESOL courses from Pre-Entry to Level 2, including Functional Skills and GCSE English.</p> <p>The curriculum aims to develop the most in-demand general work-skills and behaviours required across all industries and job levels. Working with the Head of Universal Skills you will ensure the curriculum intent is innovative, ambitious and relevant to the needs of individuals.</p> <p>You will work with tutors and other tutor coordinators on developing pedagogical approaches to ensure a participatory learning experience involving problem-solving, decision-making, analysing and collaborating. You will also be responsible for monitoring and developing key quality practices such as initial assessment of learners, group profiles, tracking learners' progress, individual learning plans and schemes of learning.</p> <p>The role supports the Centre's purpose statement of enabling hearing and deaf adults to acquire and develop the skills and behaviours they need to participate, progress and express themselves in a 21<sup>st</sup> century democracy.</p>	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Curriculum Development and Delivery	<ul style="list-style-type: none"> <li>• Develop and implement effective curriculum management of English and ESOL courses.</li> <li>• Working with the Head of Universal Skills and other coordinators to identify new opportunities for the innovative design of English and ESOL courses to meet the needs of individuals, communities and employers.</li> <li>• Ensure courses support the department's purpose statement of enabling adults to acquire and develop the skills needed to participate in different literacies, express themselves effectively and make progress in the jobs market.</li> <li>• Enable an inclusive curriculum which supports a range of levels and learning needs, including deaf and neurodiverse learners</li> <li>• Teach on English / ESOL courses - hours to be agreed.</li> </ul>
Quality	<ul style="list-style-type: none"> <li>• Ensure continuous quality improvement of the curriculum area, in line with Ofsted and City Lit requirements, through self-assessment and quality improvement.</li> <li>• Support tutors in their developing pedagogies appropriate to fulfilling the department's purpose statement and quality improvement plan.</li> <li>• Carry out class visits and drop-ins, following up with learning projects, training sessions, and other post-visit activities.</li> <li>• Support the Head of Universal Skills in developing the Centre's RARPA process and working with tutors to ensure RARPA practices align with the curriculum intent.</li> <li>• Develop the digital and on-line learning capacities within the department.</li> <li>• Work with the Access, Inclusion &amp; Support team to ensure all learners receive the support they need, including exam access.</li> <li>• Assess new learners to ensure they are placed appropriately on English and ESOL courses and that prior achievement data is used to inform offers.</li> </ul>

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

	<ul style="list-style-type: none"> <li>• Ensure existing learners progress effectively across and outside the department's provision.</li> </ul>
<b>Business Management</b>	<ul style="list-style-type: none"> <li>• Work with the Head of Universal Skills, Universal Skills Coordinators, and other colleagues to identify and respond to opportunities for growth and development</li> <li>• Support staff recruitment, training, and performance to ensure high quality provision.</li> <li>• Support reporting on recruitment, engagement, achievement and progression of learners.</li> <li>• Coordinate, monitor and review course performance within the curriculum area.</li> <li>• Support the Head of Universal Skills on marketing and engagement activity for the curriculum area.</li> </ul>
<b>Talent Management and Resource Management</b>	<ul style="list-style-type: none"> <li>• Participate in the recruitment, selection and induction of new staff and tutors.</li> <li>• Motivate, develop and lead a team of tutors to deliver a learner-centred curriculum</li> <li>• Manage digital and analogue resources for the effective delivery of both online and face-to-face classes.</li> </ul>
<b>External Engagement</b>	<ul style="list-style-type: none"> <li>• Support the Head of Universal Skills to maintain and develop partnerships with external stakeholders relevant to the curriculum area.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Maintain a high level of expert knowledge in the specialist area through continuous professional development.</li> <li>• Attend relevant training / development events and meetings as required.</li> <li>• Promote and work at all times in accordance with the policies, procedures and values of City Lit, including those regarding safeguarding, health &amp; safety, equality &amp; inclusion and customer care.</li> <li>• Carry out any other duties as appropriate to the post.</li> </ul>

<b>KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED</b>	<b>SKILLS/EXPERIENCE REQUIRED</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A graduate qualification</li> <li>• A teaching qualification relevant to the curriculum area (e.g. Level 5 DET, DTLLS or PGCE that includes a pathway in English / ESOL)</li> <li>• Maths and English at GCSE Grade C or above (or equivalent).</li> <li>• Sound knowledge of all aspects of foundation and entry level English and ESOL, with excellent knowledge of the Functional Skills and GCSE English curricula</li> <li>• In-depth knowledge of effective pedagogical approaches for adults</li> </ul>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Proven experience in providing outstanding teaching, learning and assessment to adults</li> <li>• Ability to work with tutors and lead on participatory pedagogical approaches including task or project-based learning</li> <li>• The ability to create a supportive learning environment where tutors feel able to grow and experiment with their teaching, learning and assessing</li> <li>• Ability to develop and teach a curriculum that enables the most disadvantaged adults to engage successfully with English and or ESOL</li> <li>• Up-to-date digital skills including cloud-based collaboration, data analysis and online teaching, learning and assessing</li> <li>• Effective leadership and communication skills</li> <li>• Excellent time management and organisation skills</li> <li>• Ability to work well under pressure both</li> </ul>

# CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

	<p>independently and collaboratively with others</p> <ul style="list-style-type: none"><li>• Experience of promoting equality and diversity</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Have a sound understanding of Government funding rules and eligibility criteria with regard to adult skills.</li></ul>
<b>HOURS OF WORK</b>	<p>21 hours per week with some flexibility required regarding days and times (may include some evenings and weekends).</p> <p>Work schedule to be agreed with Head of Universal Skills.</p>