



Govanhill Community Development Trust

ESOL & FAMILY LEARNING ASSISTANT
(FIXED TERM to 31ST MARCH 2023)

Candidate Information Pack





Thank you for your interest in our vacant position of ESOL & Family Learning Assistant (Fixed Term to 31st March 2023).

This file contains all of the information you will need to apply for the post :-

- General information regarding the Association and its subsidiary, Govanhill Community Development Trust
- Our job advert
- The Job Description and Person Specification
- A brief summary of the terms and conditions of the post
- Staff structures

The job Application Form is available as a separate Microsoft Word file which you may complete electronically.

Please note that the closing date for applications is Monday 19th October 2020 at 10 am. Interviews will take place on Tuesday 3rd & Thursday 5th November.

If you require further information regarding the Association, GCDT or the position advertised, please do not hesitate in contacting me direct or Morag Williamson, Corporate Services & HR Administrator on 0141 636 3626 or at mwilliamson@govanhillha.org.

Thank you.

Alison Kevan
Head of Corporate Services & HR
Telephone 0141 636 3625
akevan@govanhillha.org

1. Background

- 1.1 Govanhill Housing Association was formed in 1975 and is a Registered Social Landlord which operates within a Group Structure.
- 1.2 The Association owns 2,700 tenanted units and is factor to 1,500 owners.
- 1.3 The Association has a Management Committee and has four sub committees:
 - Development
 - Housing Services
 - Finance & General Purposes
 - Audit & Risk Sub-Committee
- 1.4 The Association's and GCDT Wider-Role activities are provided via the Association's wholly owned, non-charitable subsidiary, Govanhill Community Development Trust, which also owns and manages a portfolio of commercial properties.
- 1.5 The Association and GCDT operates from our offices at Samaritan House, part of the former Royal Samaritan Hospital which was refurbished by the Association in 2006.

2. Staffing

- 2.1 The Association's current staffing structure involves 78 (full time equivalent) staff deployed as follows :
 - Director
 - Senior Management Team –
 - Head of Corporate Services & HR
 - Head of Development & Regeneration Services
 - Head of Finance & IT
 - Head of Housing Services
 - Development Team
 - Housing Services Team
 - Finance Team
 - Corporate Services & HR Team
 - Govanhill Community Development Trust



Govanhill Community Development Trust was established in 1991. It is a company limited by shares with all shares held by its parent, Govanhill Housing Association. The Trust has two main purposes:

1. To provide social, economic and environmental benefits for the Govanhill community

The Trust acts as the community regeneration, development and support arm for Govanhill Housing Association. The Trust has a wider role within the community working closely with the Association and delivers a wide range of activities. These include:

- Promoting Govanhill as a place to live, work and do business
- Supporting the development of local people's employability
- Promoting and supporting local volunteering
- Supporting local people to develop their language and literacy skills
- Family supports, including access to wider services and raising awareness of rights and entitlements
- Supporting social enterprise development
- Improving the local environment
- Community gardening and growing
- Community empowerment and engagement
- Promoting community cohesion and integration

2. The letting and management of a significant portfolio of workspaces

The Trust has progressively expanded its role in providing workspace and office accommodation. In doing so, the Trust has supported local economic development. We have a range of tenants including private businesses, community organisations, social enterprises, entrepreneurs and others. This role has protected a number of local buildings and provides an income that can be used to support the Trust's wider purposes.



Govanhill Community Development Trust promotes the social, economic and environmental regeneration of Govanhill. We do this through the provision of affordable workspaces locally and a programme of community development activity. We are a wholly-owned subsidiary of Govanhill Housing Association – a community controlled Registered Social Landlord operating in the Govanhill and Merrylee areas of Glasgow. The Association owns and manages 2,700 homes and provides a Factoring Service to a further 1,500 owners. It has a substantial Development, Major Repairs and Planned Maintenance Programme and delivers wider regeneration activity in partnership with Govanhill Community Development Trust.

**ESOL & FAMILY LEARNING WORKER –
PART TIME (28 HOURS PER WEEK)
(FIXED TERM TO END MARCH 2023)**

EVH GRADE 5 Spinal points 13 – 16
(£24,845 - £27,612 pro-rata)

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**ESOL & FAMILY LEARNING ASSISTANT –
PART TIME (14 HOURS PER WEEK)
(FIXED TERM TO END MARCH 2023)**

EVH GRADE 4 Spinal points 9 - 12
(£21,154 - £23,921 pro-rata)

We are seeking two new workers to support the delivery of our National Lottery Community Fund supported ESOL classes and wider family learning programme. Joining an existing worker, these posts will ensure we have a skilled, multi-talented team to support residents of Govanhill to develop their literacy and English skills.



The **ESOL and Family Learning Worker** will work with the existing postholder to develop and deliver a curriculum of classes to improve language and literacy. These will be online for the foreseeable future before moving to a blended model of classroom and online delivery. We currently support those acquiring basic literacy skills and three levels of English learners. We also work in partnership with local schools and partners to deliver a family learning programme. The postholder will develop and deliver this work. A CELTA or TESOL qualification is a requirement of this role as is experience of supporting those with basic literacy.



The **ESOL and Family Learning Assistant** will support the ESOL and Family Learning Workers to support the delivery of the literacy, ESOL and Family Learning programmes. They will help organise classes, support the registration of learners and provide administrative support. The postholder will help facilitate classes and provide one to one support for learners if required. They will also support the administration and certification of students' learning.



To deliver these roles it is essential that you have demonstrable experience of teaching, ideally in a community-based setting. As we are moving towards accredited training centre status, any experience of assessing and verifying attainment will be very useful. Experience of organising and delivering online lessons will also be essential. Knowledge of a language spoken in Govanhill would also be helpful, as would experience of organising events and community engagement activities. These are challenging but rewarding roles where you will make a real difference to people's lives and join a supportive wider team. If this sounds appealing, we'd love to hear from you.

If you share our commitment and would enjoy working within the diverse community of Govanhill, you can find further information in our application pack which can be obtained from our website www.govanhillha.org or contact:

GOVANHILL HOUSING ASSOCIATION, 79 Coplaw Street, Glasgow G42 7JG

Telephone: 0141 636 3626 Email: recruitment@govanhillha.org

Closing date: Monday 19th October 2020 at 10am

Interview dates: Tuesday 3rd & Thursday 5th November

EVH conditions of service will apply.

Govanhill Housing Association and its subsidiary Govanhill Community Development

Trust are committed to Equal Opportunities and welcome applications from all sections of the community.

Job Description

Job Title	ESOL & Family Learning Assistant (14 Hours per week) – FT to 31/3/23
Section	Govanhill Community Development Trust
Reports to	Sustainable Communities Co-ordinator
Grade	4
Date Reviewed	October 2020

1. Main Objectives of Post

- 1.1 To support the development and delivery of a Literacy and English skills programme for the residents of Govanhill.
- 1.2 Supporting the delivery of a family learning programme to support the development of English skills as well as awareness of local provision in relation to education, employment, health, housing, language/literacy and social connections.
- 1.3 Supporting the delivery of activities which bring the wider community together.

2. Accountability

- 2.1 To the Sustainable Communities Coordinator on a day to day basis and ultimately through the Director to the Board of Govanhill Community Development Trust.

3. Principle Duties

- 3.1 Assisting the ESOL and Family Learning Workers in developing a curriculum and suite of resources in relation to Literacy development, English language skills and Family Learning.
- 3.2 Assisting the organisation and delivery of an online and classroom-based (when conditions allow) programme of lessons and activities to support Literacy development, English language ability and Family Learning.
- 3.3 Providing occasional support for learners on a one-to-one basis.
- 3.4 Supporting the development and ongoing administration of GCDT's accredited training centre – including recording training outcomes and administering.

3.5 Supporting the organisation and delivery of community events and other engagement activities.

4. Information & Confidentiality

4.1 Ensuring all GCDT related elements of and responses to Complaints , Subject Access Requests, Environmental Information Requests and Freedom of Information requests are made in line with policy and wider legal requirements.

4.2 To maintain confidentiality at all times and adhere to GCDT's policies and procedures in this area at all times.

5. General

5.1 To support and participate in the wider work of the Govanhill Community Development Trust team to improve opportunities for local people.

5.2 Occasional reporting and contribution to/production of Govanhill Housing Association Newsletter articles, social media content and other publicity material as required.

6. Other Duties

6.1 Any other task as instructed by the Sustainable Communities Co-ordinator commensurate with the nature and grade of the post.



Person Specification

Job Title	ESOL & Family Learning Assistant (14 Hours per week) – FT to 31/3/23
Section	Govanhill Community Development Trust
Reports to	Sustainable Communities Co-ordinator
Grade	4
Date Reviewed	October 2020

1.	Education/Qualifications	Essential	Desirable
1.1	Training in CELTA or a comparable equivalent qualification in ESOL tuition.		*
1.2	Accredited Assessor and/or Verifier training		*
1.3	A community development or community education qualification.		*

2.	Skills, Knowledge and Experience	Essential	Desirable
2.1	Ability to speak a community language		*
2.2	Experience of delivering or supporting a programme of English and Literacy tuition, ideally in a community setting		*
2.3	Experience of community development activity, particularly increasing engagement from all sections of the community	*	
2.4	Experience in organising events	*	
2.5	Strong organisational and time management skills with the ability to manage day-to-day workload with minimal supervision	*	
2.6	Ability to maintain accurate records in relation to ongoing projects.	*	
2.7	Excellent interpersonal and communication skills (written and verbal)	*	
2.8	Competent in the use of MS Office Software and online video conferencing e.g. Zoom, MS Teams	*	
2.9	Flexible and creative approach to work	*	

2.	Skills, Knowledge and Experience	Essential	Desirable
2.10	Ability to contribute to the wider objectives and values of GCDT and Govanhill Housing Association	*	
2.11	Ability to demonstrate an understanding of equal opportunities legislation and experience of working in a diverse community		*
2.12	Appreciation of the Health & Safety issues including lone working, working with groups and organising events		*
2.13	Ability to maintain confidentiality at all times and maintain records and services in order to comply with GDPR and FOI requirements	*	



RECRUITMENT OF ESOL & FAMILY LEARNING ASSISTANT (14 HOURS PER WEEK) FIXED TERM TO 31st MARCH 2020

SUMMARY OF PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

Govanhill Community Development is a member of 'Employers in Voluntary Housing' (EVH) and the terms and conditions for this job largely follow the EVH terms. A summary of the principal areas are as follows:

Salary Scale

The current EVH salary scale for this job is Grade 4 (Spinal Points 13-16) £21,154 - £23,921 pro-rata.

Hours of work

This post is for 14 hours per week and a flexi system is in operation.

Holiday Leave

25 working days holiday leave and 15 days general and public holidays pro-rata is available.

Pension Scheme

The Trust is a member of the Scottish Housing Associations' Defined Contribution Pension Scheme which you have the option of joining 3 months after your start date. Please note that this is currently under review.

Notice Period

One month by either party.

This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references.

Staff Structure



