



## **DEVELOPMENT WORKER – ESOL in the Community (full-time)**

**JOB TITLE:** Development Worker

**SALARY:** £24, 654 with an employer contributory pension 6% (fixed term contract until March 2022)

**REPORTS TO:** Strategic Manager – ESOL for Work Project

**SUPERVISION:** Strategic Manager – ESOL for Work Project

**LOCATION:** This post is -home-based initially, with teaching and service delivery online. This will be reviewed in line with government guidelines and once restrictions are lifted will be based in our offices on St Georges Road.

### **PURPOSE OF THE POST:**

To assist in the planning and delivery of accredited and non-accredited ESOL classes in the community; to support tutors and learners in these classes; to plan, deliver and teach ESOL community classes, as required

### **OVERARCHING RESPONSIBILITY:**

Overseeing the development of quality ESOL provision as outlined by Glasgow ESOL Forum's strategic plan, giving attention to the needs of individual learners. Quality will be monitored in accordance with the requirements of funding and accreditation bodies. This post will also have teaching responsibilities for at least one community class.

**KEY RELATIONSHIPS:** managers, Board of Directors, all project staff, administrator/s, volunteers, learners, potential learners, external partners, supporters and funders

### **KEY RESPONSIBILITIES**

#### **COMMUNITY ESOL CLASSES**

- To provide support for ESOL tutors and learners
- To assist in class planning and delivery by liaising with partner organisations
- To contribute to verification and standardisation of assessments for SQA accredited courses
- To conduct appropriate monitoring and evaluation procedures to measure and improve upon learner outcomes and ensure positive learner experience
- To teach one community class, or as required

#### **SERVICE STANDARDS AND QUALITY**

##### *ESOL classes - Delivery and Development*

- To ensure that learners, tutors and partners are involved in the design of programmes and services which address learners' needs
- To plan, monitor and evaluate ESOL programmes and services

- To ensure that service provision meets the required standard and quality, and comply with professional standards and national requirements including accredited (SQA) assessments where relevant
- To work with staff team to address learners' digital needs
- To maintain administrative systems and ensure that all computerised and manual records, including monitoring and tracking, are up to date and comply with GDPR
- To ensure that services adhere to the organisation's policy and practice on Inclusion, Equalities, Equal Opportunities and Anti-Discrimination
- To keep updated on developments and research findings in the field
- To participate in team meetings

#### *Learners*

- To respond to individual and group ESOL learning needs
- To signpost learners to other sources of support, as required
- To adhere to all Glasgow ESOL Forum's safeguarding policies

#### *Staff and volunteers*

- To provide support to sessional staff and volunteers
- To contribute to volunteer training sessions

#### *Workplace*

- To ensure that premises, equipment and resources are kept in a good state of repair and fit for purpose
- To adhere to Glasgow ESOL Forum's policies and procedures including the Homeworking Policy and Health and Safety Policy

#### *Partnerships/networking*

- To develop and maintain effective working relationships and partnerships with external agencies, including ESOL providers and play an active role in local networks
- To represent Glasgow ESOL Forum, as and when, appropriate

### **FINANCE AND MARKETING**

- To contribute to the marketing of Glasgow ESOL Forum, via website, social media and quarterly newsletter
- To process volunteer and learner expenses, as required

### **REPORTING AND MONITORING**

- To report to the Strategic Manager on progression of learners and development of partnerships
- To contribute towards reports to funders and accreditation bodies, and ensure procedures to enable this are followed throughout the Project's work

### **OTHER**

- To review and reflect on own working practice, completing training as required
- The post will require occasional evening and weekend duties
- Where the post involves travel within Glasgow; travel expenses will be reimbursed

## PERSON SPECIFICATION

Candidates should be able to demonstrate their skills, knowledge and experience in the following:

Essential	Desirable
Educated to degree level or equivalent, with relevant professional qualification in ESOL	Qualification, training or experience in SQA Assessment/ Internal Verification
Experience of course planning and delivery in teaching ESOL to adults, including ESOL literacies, in a UK college or community setting – both face-to-face and online.	Experience of supporting ESOL tutors with course delivery
Experience of ESOL level assessment of learners	Experience of developing level assessments of learners
Experience of sharing professional learning with peers and colleagues	Experience of delivery training sessions
Knowledge of standards and quality in ESOL in Scotland	Experience of delivering SQA accredited learning
Understanding of digital inclusion issues and the additional disadvantages faced by people who speak other languages.	
Knowledge of organisations working in the delivery and development of ESOL, literacies and adult learning	In-depth knowledge of ESOL provision and services in Glasgow
Knowledge of working with voluntary sector organisations	Experience of project work for a third-sector organisation
Experience of working with diverse ethnic minority groups, and vulnerable people	
Experience of monitoring, evaluating and reporting on services, and their impact on individuals	
Competency in IT (Microsoft 365, Google drive, Zoom and applications that support learning)	Experience of marketing using social media
Knowledge of GDPR and online safety principles	

Ability to work on own initiative, independently and as a team member	
Proven negotiation, interpersonal, presentation and communication skills	Experience in giving presentations to other professionals
Commitment to Inclusion, Equalities, Equal Opportunities and Anti-Discriminatory practice	