** JOB DESCRIPTION**

| **Job Title:** | ESOL Coordinator |
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| **Location:** | Govan & Cardonald |
| **Hours Per Week:** | 14 hours per week, ***to be worked Mondays and Thursdays*** |
| **Salary Scale:** | £23,634 per annum (pro rata salary £9,454 per annum) |
| **Reporting To:** | Head of Charity |
| **Responsible For:** | Operational support to ESOL volunteers |

**OVERALL PURPOSE OF THE JOB**

GCP delivers 4 x ESOL classes per week, 2 face to face classes and 2 online classes and a conversational cafe session, supporting individuals from the asylum and refugee community. Classes are offered at beginner and intermediate levels.

Access to ESOL classes is crucial for those rebuilding their lives in Scotland, providing the language skills required to engage with other agencies, access educational opportunities, build friendships and engage in community life. Due to the level of demand for college ESOL courses, community based ESOL plays an integral part of ESOL provision in Glasgow.

The Coordinator will be responsible for ensuring GCP’s ESOL provision prioritises the needs of members of the asylum/refugee community and adapts and reflects the learning needs of our community members.

**MAIN DUTIES AND RESPONSIBILITIES**

**ESOL Class Delivery**

* Managing referrals for ESOL classes and liaise with tutors over class numbers
* Setting up of community spaces for ESOL classes and conversational cafe sessions
* Managing ESOL zoom account and setting up sessions for online classes
* Managing waiting lists and signposting students outwith the Govan area to classes in their local community where available
* Facilitating introductions between new learners and ESOL tutors
* Ensuring the base for classes provides a welcoming environment
* Managing communications with students in relation to class dates/times/cancellations

**Service Delivery/Development**

* Working with the ESOL tutors to develop a framework for classes which supports continuity of learning for students
* Liaise with ESOL tutors to ensure that ESOL students needs are reflected in GCP’s strategic goals
* Represent GCP at relevant ESOL and adult learning forums and networks
* Work with the Glasgow ESOL register to ensure students have access to testing and signposting to other local and college ESOL classes

**Volunteer Support**

* Laising with volunteer co-ordinator over recruitment levels of ESOL volunteers to ensure capacity levels are sustained
* Provision of weekly operational support to ESOL volunteers
* Support ESOL volunteers to engage with monitoring and evaluation of the service

**Monitoring, Evaluation and Reporting**

* Collate weekly data on all ESOL attendance
* Gather quarterly data on student’s progression
* Provide quarterly reports to Head of Charity
* Work with Head of Charity to develop and maintain systems for impact measurement of ESOL provision
* Support ESOL students to engage with providing feedback on their learning journeys with GCP
* Work with fundraiser to develop impact case studies
* Provide Comms Assistant with regular input for social media

**Other Duties**

* Working as part of the staff team to maintain the values and ethos of Govan Community Project
* Adhere to all organisational policies and procedures
* Work with the staff team to contribute towards providing a safe, welcoming, clean and tidy environment for staff and visitors
* Attend meetings and contribute to strategic development
* Attend training as required and share learning with the wider team
* Perform any other tasks or duties deemed necessary

**PERSONAL SPECIFICATION**

**Essential**

* Relevant experience in delivering or developing ESOL services or other community learning activities
* An understanding of ESOL level classifications
* A basic understanding of the barriers faced by individuals going through the asylum process
* Experience of working with groups of vulnerable people
* Knowledge and understanding of social justice, empowerment and integration issues
* A flexible working approach and excellent organisational skills
* Excellent ICT skills including use of spreadsheets
* Ability to work on own initiative and as part of a team.
* Excellent spoken and written language skills .

**Desirable**

* Lived experience of the asylum process.
* ESOL teaching qualification
* A good spoken level of a relevant second language, e.g. Arabic or Farsi.