

Recruitment person specification

Post being recruited for: ESOL Tutor

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p><i>Experience of teaching ESOL to adult learners.</i></p> <p><i>Managing different levels of ability and progress.</i></p>	<p><i>Partnership/collaborative working.</i></p> <p><i>Supporting and managing volunteers.</i></p> <p><i>Assessment of learners' language levels using the Education Scotland ESOL Initial Assessment pack.</i></p> <p><i>Working across various venues in the course of the week.</i></p> <p><i>Experience of working with ESOL Literacies learners.</i></p> <p><i>Experience of working with learners with refugee backgrounds.</i></p>
Knowledge, skills and understanding	<p><i>Adapting methods and approaches to be used for different groups and participants</i></p> <p><i>Producing contextualised learning materials and adapting materials to suit learners.</i></p> <p><i>Ability to develop good working relationships with staff, volunteers and outside agencies.</i></p> <p><i>Ability to carry out basic administration tasks required for the role e.g. attendance registers, term plans, records of work.</i></p> <p><i>Ability to communicate clearly and effectively.</i></p> <p><i>Ability to work unsupervised.</i></p> <p><i>Ability to adhere to Council policy.</i></p>	<p><i>Ability to identify and secure additional resources.</i></p> <p><i>Commitment to Continual Professional Development.</i></p> <p><i>Knowledge of trauma informed practice in ESOL teaching.</i></p>
Qualifications and training	<i>CELTA or equivalent</i>	<i>An ESOL Literacies qualification</i>
Job specific requirements	<i>See job description</i>	<i>Availability to deliver weekday lessons in the morning and / or afternoon.</i>

