



ESOL TUTOR

JOB TITLE: ESOL Tutor

SALARY: £26,933 (pro-rata) with an employer contributory pension 6% (fixed term contract until April 2025).

REPORTS TO: Senior Development Officer

SUPERVISION: NONE

LOCATION: ESOL Scotland, Suite 1.20, 33 Dalmarnock Road, Glasgow, G40 4LA and community locations around Greater Glasgow. With agreement from manager, some hours may be worked from home.

PURPOSE OF THE POST:

To plan and deliver ESOL Scotland's community ESOL provision and deliver everyday English lessons to learners from the Glasgow ESOL Register

OVERARCHING RESPONSIBILITY:

Provision of quality ESOL, meeting the needs' of learners

KEY RELATIONSHIPS: managers, project staff, sessional workers, administrator/s, volunteers, learners, potential learners

KEY RESPONSIBILITIES

COMMUNITY ESOL Classes

- To deliver an ESOL classes to meet learners' needs
- To develop suitable ESOL resources, aimed at ESOL learners up to B2 level (CEFR)
- To liaise with partner organisations
- To conduct appropriate monitoring and evaluation procedures to measure and improve upon learner outcomes and ensure positive learner experience
- To work with development workers, Senior Development Officer and partners to develop new, innovative and creative approaches to ESOL
- To deliver ESOL classes with a particular vocational or creative focus, such as barista training, IT, yoga or art

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

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- To ensure that service provision meets the required standard and quality, and comply with professional standards and national requirements
- To work with staff team to address learners' digital needs
- To maintain administrative systems, in compliance with GDPR, and good practice
- 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 carry out effective level testing for learners as required
- Engaging vulnerable learners, creatively
- To respond to individual and group combined ESOL learning needs
- To signpost learners to other sources of support, as required
- To adhere to all ESOL Scotland's safeguarding policies

Staff and volunteers

- To contribute to a positive working environment with staff and sessional workers
- To support volunteers in a classroom setting

Workplace

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

Partnerships/networking

- To develop organisational learning around adult ESOL and
- To represent ESOL Scotland, as and when appropriate

REPORTING AND MONITORING

- To report to the Senior Development Officer on progression of learners and development of partnerships

OTHER

- To review and reflect on own working practice, completing training and CPD as required
- The post will require occasional evening and weekend duties

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	Recognised advanced level ESOL qualification (e.g. DELTA)
Experience of course planning and delivery in teaching ESOL and to adults	
Experience in engaging vulnerable learners using social practice model	
Experience of carrying out level assessments for adult ESOL learners	Experience of level assessments for ESOL learners
Experience of sharing professional learning with peers and colleagues	Experience of delivering training sessions
Knowledge of standards and quality in ESOL in Scotland	
Knowledge of organisations working in the delivery and development of ESOL and adult learning	In-depth knowledge provision and services in Glasgow
Knowledge of working with voluntary sector organisations	Experience of project work for a third-sector organisation
Experience of monitoring, evaluating and reporting on services, and their impact on individuals	
Competency in IT	
Knowledge of GDPR and safeguarding 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	