JOB TITLE: Development Worker (Online ESOL Project)
SALARY: £26,932.98 FTE per annum (pro-rata)
CONTRACT DATES: 1st August 2025 – 31st March 2026
REPORTS TO: Senior Development Worker
LOCATION: ESOL Scotland premises (with some hybrid working)

CLOSING DATE: 5PM 7th July

APPLICATION: CV and a one-page Cover Letter outlining your suitability for the role

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PURPOSE OF THE POST

To support the delivery of a dedicated ESOL project by contributing to the planning, delivery, learner engagement, and evaluation of high-quality ESOL provision within our Online ESOL Project. The Online ESOL Project is dedicated to the delivery of online ESOL provision throughout Scotland . The Development Worker will work closely with the Senior Development Worker and wider team to ensure the project meets its objectives and supports learners effectively.

KEY RESPONSIBILITIES

Project Delivery and Support

- Support the planning and coordination of Online ESOL Project activities to ensure effective delivery in line with project goals.
- Develop learner-focused ESOL activities and workshops as appropriate, ensuring they are inclusive, engaging, and responsive to learner needs.
- Liaise with sessional tutors, volunteers, and learners to support smooth project delivery.
- Delivery of the induction programme for volunteer tutors and participating in the ongoing review of the induction programme
- Provide day-to-day support of volunteer tutors, including support with resources and lesson plans
- Identify development needs of volunteer tutors
- Deliver teacher training sessions to volunteer and paid ESOL tutors
- Carry out observations of volunteer for their professional development and improving the experience of learners
- Carry out ongoing review of curriculum for community classes
- Provide day-to-day administrative and practical support to ensure effective operation of the project.
- Assist with the coordination of resources, venues, and materials needed for ESOL delivery.

Learner Engagement and Support

- Build strong relationships with learners, supporting their progression and identifying any barriers to engagement.
- Contribute to learner assessments, goal-setting, and individual learning plans.
- Support learner participation in project feedback, focus groups, and evaluation activities.

Monitoring, Evaluation and Reporting

- Collect and maintain accurate records of learner attendance, feedback, and outcomes.
- Contribute to monitoring and evaluation processes, including gathering impact data and learner stories.
- Support reporting to the Senior Development Worker and wider team as required.

Teamwork and Organisational Values

- Work collaboratively with colleagues to promote a positive and inclusive team culture.
- Participate in team meetings, supervision sessions, and training opportunities.
- Uphold and promote ESOL Scotland's values of inclusion, respect, and empowerment in all aspects of the role.
- Adhere to organisational policies including safeguarding, GDPR, and equalities.

PERSON SPECIFICATION

Essential

- Recognised ESOL qualification (Minimum CELTA or equivalent)
- Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Experience of online ESOL delivery and familiarity with tools for enhancing digital learning
- Extensive knowledge of the ESOL landscape in Scotland, including areas of high demand and national networks of support for ESOL learners
- Strong interpersonal and communication skills, with the ability to build positive relationships with learners and colleagues.
- Experience in delivering or supporting community-based learning, education, or support projects.
- Ability to work independently and as part of a team.
- Attention to detail in maintaining records and gathering feedback.
- Confident using IT systems including Microsoft Office and digital tools.
- Commitment to inclusive, anti-discriminatory practice.

Desirable

- Recognised higher ESOL qualification (DELTA or equivalent)

- Experience of mentoring or supervising ESOL teachers

- Experience of managing volunteers

- Experience in delivering online teacher training or training on technology-enhanced learning