

## Westminster Kingsway College Job Description and Person Specification

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<b>Post:</b>	Hourly Paid Lecturer in ESOL
<b>Contract:</b>	HPL
<b>Reporting to:</b>	Programme Manager for ESOL
<b>Grade:</b>	HPL – Standard Rate
<b>Salary:</b>	£25.41 (basic) + £3.06 (holiday) = £28.47 (total rate)

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### Key Purpose

To teach on a range of ESOL courses and to carry out related duties in terms of diagnostic assessment, marking and preparation, course delivery, curriculum development, course administration, exam preparation and student tracking.

### Main Duties and Responsibilities

- To teach on a range of courses in ESOL from entry 1 to Level 2, including employability.
- To act as a pastoral tutor / personal tutor.
- To implement curriculum and course development in the area of work in conjunction with the relevant Curriculum Manager/ team leader.
- To participate in course team meetings as required and to be a pro-active member of the team.
- To monitor and evaluate student progress and achievement and to keep accurate and updated learning plans and student records, including registers, reports, assessment records, and statistical data and course files.
- To work with the course team to review and develop the course as required and to participate in the College quality assurance cycle.
- To develop and use up to date learning materials and resources in line with the aims, objectives, mode of assessment and accreditation of the course.
- To provide course and student information and statistics required by the College.
- To identify students requiring extra support and refer them appropriately.

- To monitor attendance, timekeeping, homework and performance and to deal with those students who are not performing to required standards effectively.
- To work with the team to develop and involve students in enrichment activities and appropriate work related activity.
- To carry out the work in the post described at any of the College's sites/or where the College delivers courses offsite.

#### **Expectations of the Post Holder**

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Contribute to effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.

**All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

**Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**

***N.B.*** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## Person Specification

	Criteria	Essential	Desirable
<b>Qualifications / Professional Development</b>	Possession of appropriate minimum Level 7 ESOL subject specific teaching qualification e.g. <i>DTLLS</i> , PGCE ESOL	X	
	Varied and extensive ESOL teaching experience in the FE sector, including 16-18 ESOL experience.	X	
<b>Knowledge / Experience</b>	Knowledge of recent curriculum and accreditation developments within ESOL.	X	
	Understanding of how to adapt and vary teaching methods in order to make learning more effective for students of different age groups.	X	
	Understanding of the assessment and accreditation requirements for ESOL qualifications and a knowledge of other modes of accreditation e.g. Functional skills.	X	
	An understanding of the particular issues faced by ESOL students.	X	
	An understanding of and commitment to the College's policies on equality of opportunity and a willingness to promote these in all aspects of the work	X	
<b>Skills / Abilities</b>	Proven experience as a teacher of ESOL, both 16-18 and adults.	X	
	The ability to design and deliver effective and vibrant courses across a range of levels and exam boards, using a variety of up to date resources and methods including a VLE.	X	
	The ability to assess the abilities and needs of students.	X	
	Be able to monitor students' progress, set appropriate targets and achieve high levels of student success and outcomes.	X	
	The ability to communicate effectively with and act as a pastoral tutor to students and refer to College support services as appropriate.	X	
	An ability to maintain good working relationships with colleagues and to work as part of a team.	X	
	The ability to involve students and participate effectively in a vibrant range of enrichment.	X	
	High level of organising and administrative skills and an ability to carry out admin and student support/ tracking duties consistently and to a very high standard.	X	

*Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.*

**When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.**

**Please return by post to: HR Department, 383 Holloway Road, London. N7 0RN or email to: [HRHelpdesk@capitalccg.uk](mailto:HRHelpdesk@capitalccg.uk)**