

## Camden ACL ESOL Termly Hours Tutor Job Profile

**Job Title: Sessional ESOL Tutor (termly hours)**

**Job Grade: Level 3 Zone 1**

**Salary Range: £33.29 per hour**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. **Our Adult Community Learning team is committed to reaching our most disadvantaged and isolated residents by providing community-based learning, tailored to the needs of the students. We work with a range of community partners where we deliver a range of courses, including ESOL. Being a diverse borough means that there is a huge need for ESOL classes, particularly in the community. Our team's aim is to provide classes to meet the need, empowering residents to access local services, college courses and employment.**

### **About the role**

The role involves teaching accredited and non-accredited Pre-entry to Level 1, ESOL classes (reading, writing, speaking and listening) in community venues. Our courses run termly, with hours ranging from 2 – 6 hours per week. We work with and in a range of community partners across the borough.

You will plan and develop courses using course outlines, schemes of work, lesson plans and appropriate hand-outs as well as designing high-quality learning activities to help students progress in their learning. This will involve assessing student's initial starting points, agreeing learning goals, monitoring their progression whilst providing regular feedback throughout their learner journey. You are expected to work alongside fellow ESOL tutors, centre managers and administrators to actively promote learning opportunities for potential new students in the local area. We especially want to engage and attract those who are hard to reach and have experienced disadvantages in relation to learning opportunities. You should create a classroom environment that is fun, friendly and conducive to the learning needs of adult learners from diverse backgrounds in a climate of equality of access and opportunity for all.

Working with the ESOL Programme Manager and other ACL Managers, you will advise and support the learners onto progression opportunities, including signposting learners to IAG services in local colleges, organisations or employment opportunities and attending Camden events to attract and promote ACL courses. You will be expected to attend meetings to report and provide updates, to complete various documentation and comply with the Service's Quality procedures including RARPA requirements and achievement records for each learner.

## **About you**

To be considered for this vacancy, it is **essential** that successful candidates have the following:

### **Education and qualifications required:**

- Degree (*or equivalent*) in a relevant discipline
- Teacher trained (*PGCE, DTLLS or Cert Ed*) and possesses a qualification in the delivery of ESOL e.g., Level 5 or above - Certificate for ESOL Subject Specialist (*or other*)

### **Successful candidate/s are required to demonstrate the following:**

- To provide innovative and engaging teaching, learning, assessment to ensure the ESOL provision:
- Teach effectively on both, accredited and non-accredited ESOL courses
- Thoroughly prepare suitable teaching, learning and assessment materials to meet the learning needs of learners with varied skills and abilities
- Maintain online or paper-based course folders with schemes of work, lesson planning, group profile and learner assessments
- Thoroughly prepare flexible teaching, learning and assessment materials to teach learners in community settings
- Meet the needs of learners, partners, employers and other stakeholders
- is of the highest possible quality in terms of learner outcomes and learner satisfaction
- reflects the vision, mission, aims and values of Camden Adult Community Learning
- Embed functional skills and use of digital technologies/ILT to enhance learning experiences
- Complete promptly and accurately all class records including the register of attendance and tracking of learner progress against targets.
- Keep records as required of all learner assessed work and report progress or otherwise at appropriate meetings. Complete records and documents for each learner termly as part of funding requirements.
- Liaise with other teams for sharing best practice
- Attend as required staff training days, standardisation meetings and team meetings
- Follow all agreed Quality Assurance and Risk Management Systems operating in the Council and in Adult Community Learning
- Undertake the normal administrative duties required of all Adult Community Learning including assistance with enrolment, induction and providing course information as required.
- Liaise with Centre partners or coordinators to be aware of venue, resources and procedures and other health and safety issues that may affect learners.

- Promote a culture of innovation, excellence, inclusion and equality.
- To positively promote and implement the Council's strategies on equality, diversity, inclusion, health and safety and safeguarding.
- Provide advice and guidance to learners for their progress onto other ACL courses or signpost them to local colleges
- is innovative, developmental and progressive
- promotes a culture of excellence, inclusion and equality
- demonstrate experience of working with learners from diverse backgrounds reflecting the population of Camden, coupled with the ability to promote equality and celebrate diversity.
- Have the ability to 'think on your feet' and use initiative to deal with the challenges of working out in the community
- Have excellent interpersonal and team working skills
- Have up-to-date knowledge of best practice developments and the challenges of delivering ESOL in community settings
- Be able to identify/assess learner's needs and can adapt course content and delivery style to meet these needs, which may mean directing learners to other course's within ACL.
- Maintain attendance, assessment and retention figures to represent and actively promote the success of each class.
- Show concern and comply with policies such as Safeguarding, Equality and Diversity to create an environment where diversity of backgrounds and experience is valued and respected.
- Informative in distributing notices or information about activities and events which enable learners to actively participate and get the most out of what is going on in the local community.
- Liaise with Centre partners or coordinators to be aware of venue, resources and procedures and other health and safety issues that may affect your learners.
- Keep themselves and others informed by attending team or standardisation meetings as part of maintaining contact with the wider ACL team so any changes or significant problems can be discussed and resolved.
- Actively manage and take full responsibility for each class and your learners, including promoting and creating opportunities to attract new students, identify other skills your students could develop such as digital learning, working with centres to promote their existing events or activities.

**Work Environment:**

Classrooms within community learning centres and libraries – most equipped with printers, interactive whiteboards, laptops, Wi-Fi and IT support

**People Management Responsibilities:**

N/A

**Relationships:**

- ACL manager, ESOL: line manager (RARPA audits; session observations; staff development)
- Deputy Head: (RARPA audits; session observations; staff development)
- In-house tutor team, particularly other ESOL tutors: sharing resources, good practice
- Centre manager: accommodation, equipment, resources
- Information and research officer: data returns
- Volunteer: managing in-class support

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.