

Job Profile Information: ESOL Advice Service Adviser

This supplementary information for *ESOL Advice Service Adviser* is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 1

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The purpose of the role is to deliver ESOL advice sessions within a variety of settings including community venues. ESOL advice entails carrying out ESOL initial assessments, using criteria in the National ESOL Core Curriculum, and placing learners into suitable provision. The role will also include marketing and engagement activities as well as wider advice and guidance as appropriate.

Example outcomes or objectives that this role will deliver:

- Responsible for initial assessment and placement of learners for the ESOL Advice Service
- To be accountable to the EAS Managers for achieving agreed outcomes
- Carry out day time and evening ESOL Advice sessions across the borough ensuring appropriate targeting, assessment and placing of learners to meet the project outcomes
- Initially assess ESOL learners against Adult ESOL Core Curriculum Standards, using given tools, including bespoke software
- Where appropriate, sign-post non-ESOL learners to relevant agencies/ departments
- Be responsible for reporting safeguarding issues which may arise at initial assessment to the relevant contact person
- Attend relevant training as required by the post
- Contribute to publicity and marketing strategy for the service
- Enter and maintain student records
- Run mixed level, drop-in conversation classes for learners who are on the waiting for formal ESOL provision at a range of community settings.
- Contribute to the development of schemes of work which prepare learners for formal learning.
- Carry out teaching related duties as appropriate, to ensure high quality teaching and learning, including lesson planning and appropriate differentiation.

- Support learners on a 1:1 basis, inside and outside of the classroom setting, to access learning and progress from informal to formal provision.
- Contribute to the development of and support partnerships which enhance the learner experience and alleviate barriers to learning and progression, including with volunteer organisations.
- Cover ESOL and ESOL embedded classes
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager

People Management Responsibilities:

No management of people

Relationships;

- Build relationships with community organisations and businesses across the borough in order to set up bespoke advice sessions and to expand the numbers of learners and minority communities accessing ESOL provision, and the number of centres hosting onsite ESOL advice sessions.
- Liaise with ESOL providers in the borough to improve options available to learners and ensure smooth referral to suitable courses.
- The public contact element this role involves regularly coming into contact with people, some of whom may be considered vulnerable.
- The post holder will be required to liaise with various teams and services across the Supporting People department and with external agencies on regular basis.

Work Environment:

- Mainly office based but will be required to carry out marketing activities including face to face and door to door flyer distribution; publicising the Service at local events and community organisations.
- The role may involve working unsocial hours, including evenings, weekends and on-call arrangements

Technical Knowledge and Experience:

Essential:

- Cambridge CELTA or Trinity Certificate in TESOL
- Post-graduate Certificate in Education (PGCE) with ESOL subject specialism or
- Post-graduate Diploma in Education (PGDE) with ESOL subject specialism or
- Diploma in Education and Training (DET, previously DTLLS)

Desirable:

- Bachelor's Degree
- Cambridge DELTA or Trinity Diploma in TESOL

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>