

### **Job Profile Information: *Camden ACL ESOL Termly Hours Tutor***

This supplementary information for *Adult Community Learning Tutor: ESOL* is for guidance for Job Zone 5 Level 2

#### **Camden Way Category 4**

This is a termly hour's contract – the rate is £28:45 per hour including planning and delivery.

**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:**

Teach non accredited Everyday English classes (reading, writing, speaking and listening) from New to ESOL through to Entry level 2 in community venues. Courses run termly, usually for 2 hours each week.

#### **Example outcomes or objectives that this role will deliver:**

- Develop and plan courses using course outlines, schemes of work, lesson plans and appropriate learning activities.
- Assess initial starting points and negotiate learning goals, create an individual learning plan.
- Monitor learners' progress through on-going formative assessment and record in a relevant manner. Employ and record end of course summative assessment.
- Create an environment conducive to the learning needs of 'return to learning' adults in a climate of equality of access and opportunity for all learners.
- Advise and support the learner onto progression opportunities, as appropriate including signposting learners to IAG services in local colleges and organisations.
- Basic administration, such as keeping student registers and attendance records.
- Compiling of high quality monitoring information for reporting purposes, including outcome data, satisfaction and feedback surveys and case studies.

#### **People Management Responsibilities:**

**N/A**

**Relationships;****Internal:**

- ACL manager, ESOL and employability: line manager
- Curriculum & Quality Manager: 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

**Work Environment:**

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

**Technical Knowledge and Experience:**

- Essential: Experience of teaching non accredited ESOL at pre-Entry and Entry levels in community settings to Ofsted requirements
- Essential: The successful applicant must hold a suitable ESOL qualification, for example the Certificate or Diploma in Teaching English (ESOL) in the Lifelong Learning Sector (DTLLS ESOL), Preparing to Teach in the Lifelong Learning Sector (PTLLS) course or equivalent.
- Essential: Experience of working with learners from diverse backgrounds reflecting the population of Camden and the ability to promote equality and celebrate diversity
- Essential: Awareness of safeguarding, Prevent, Health & Safety policies and effective practices
- Essential: Ability to use technology to enhance learning
- Essential: Excellent administrative, communication and personal organisation skills
- Essential: The ability to 'think on your feet' and use initiative to deal with the challenges of working out in the community
- Essential: Excellent interpersonal and team working skills
- Essential: Up-to-date knowledge of best practice developments and the challenges of delivering ESOL in community settings
- Desirable: Ability to speak a community language is an advantage

## **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

**Camden ACL Team Structure 16/17**

