

Job Capsule Supplementary Information: ESOL Co-ordinator

This supplementary information for ESOL Co-ordinator is for guidance for Job Level 3 Zone 2

Camden Way Category 3

This information 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:

- To support the ESOL programme manager in staffing ESOL courses as planned (in keeping with curriculum planning based on the new ESOL Strategy)
- To work with ESOL managers and ensure all learners are initially assessed and enrolment forms filled in and submitted to MIS at the start of each term
- To liaise with local partners and manage partnerships with Camden providers and Libraries to reach learners and run programmes in appropriate venues.
- To work alongside the ESOL manager to reach performance targets including recruitment of propriety learner groups; delivery in priority locations; safeguarding learners recruitment, attendance and achievement; quality of delivery; number of taught hours; learner outcomes and progression
- To ensure sessional tutors have the support, resources and equipment to deliver current, high quality and engaging courses in settings that meet health and safety and safeguarding requirements.
- To ensure learners receive thorough and impartial information and advice to enable them to make informed choices about their current learning and future plans.
- Teach ESOL and Employability courses(O.3 indicative)
- To deputise for the ESOL Programme manager in their absence and support the Deputy Head of Service in the running of the ESOL department if need be.

Example outcomes or objectives that this role will deliver:

- High levels of learner, tutor and delivery partner satisfaction with the ESOL infrastructure
- Delivery of ESOL programmes and courses that are current and which engage and excite learners
- An ESOL programme that effectively reaches priority groups and achieves high levels of learner and partner satisfaction

- High standard of teaching that meets the required quality criteria
- Plan and manage non accredited and accredited courses jointly with the Programme manager
- Planning and delivering staff development activities with the Programme manager

People Management Responsibilities:

ESOL sessional tutors

3-4 Sessional tutors

Relationships:

- Head of ACL
- ESOL programme manager
- ESOL tutors
- Managers and ESOL staff with local partners and Libraries
- Service marketing lead
- Senior managers within the Service
- ACL Crèche manager

•This post reports to the Adult Community Learning ESOL Programme Manager, Education, Supporting People

Work Environment:

The ACL team is based in 5 Pancras Square

The post holder will be expected to spend part of the working week out in the partners and local organisations

The post holder will occasionally be required to work weekends and evenings.

The post holder will be able to request to work from home as appropriate

The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

Technical Knowledge and Experience:

Essential:

- Full Level 5 adult teaching qualification (such as DTLLS or its equivalent)
- Level 2 Literacy and Numeracy

- Verifying accredited courses/units to support employability
- Knowledge of the national ESOL curriculum
- Experience of developing and working in partnership with the local partners
- Experience of working with learners from diverse backgrounds reflecting the population of Camden

Desirable:

- Qualification in teaching basic skills
- Experience of co-ordinating ESOL programmes

Knowledge:

- Approaches to adult learning
- Current pedagogy and policy in relation to teaching ESOL
- Ofsted Education Inspection Framework
- Statutory safeguarding and health and safety requirements

Skills:

- Appropriate standards of customer care in working with vulnerable, disadvantaged learners with low levels of skills, confidence and self-esteem
- Excellent interpersonal skills to develop and support individual staff in their teaching and learning practice
- Ability to work collaboratively in a team
- Ability to develop and maintain effective partnerships with local, external and internal agencies and services to engage priority groups in learning
- Ability to respond quickly, proactively and creatively to issues and challenges
- Creativity and innovation in developing engaging programmes and in seeking continuous improvement in service delivery
- Ability to take responsibility for own work area
- Proven organisational and administrative skills
- Excellent written and verbal communication and interpersonal skills including cultural awareness
- Good IT skills, including the ability to use MS Office Word, Excel and Outlook

Experience:

- Managing and teaching ESOL and Employability in adult community learning settings
- Extensive knowledge of the ESOL curriculum
- Working with learners from diverse backgrounds reflecting the population of Camden

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 select the attached [HERE](#)