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**LECTURER JOB DESCRIPTION**

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| ***Job Title:*** | **ESOL Lecturer** |
| ***Responsible to:*** | **Learning Area Manager** |
| ***Department:*** | **ESOL** |

***Job Purpose***

To deliver high quality teaching and learning across a range of learners to reach their full potential in terms of academic, social and personal development.

***Key Responsibilities:***

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| ***Excellence in Teaching, Learning & Assessment***   * Plan, prepare, and teach across a range of ESOL courses ensuring schemes of work are appropriate for curriculum content and awarding body standards. * Ensure teaching and learning strategies and teaching materials are well planned as well as accessible to meet the varied needs of all learners, and that Welsh Government initiatives e.g. ESDGC; Welsh Ethos; Essential Skills; Employability are embedded and assessed effectively. * Assess and monitor learner progress, including the setting of targets, maintaining records of work and achievement in line with internal and external schedules/ criteria and college targets. * Keep up to date with curriculum developments, subject knowledge and innovations in teaching and learning, including the use of digital technology and ensure teaching materials and strategies are updated appropriately. * Ensure the learning environment is inspiring, identifying and notifying resource requirements in line with curriculum and technical developments. * Maintain appropriate employer/industry links to inform curriculum development and to enhance the learner experience. |

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| ***Learner Management***   * Support, advise and guide students, making appropriate referrals where necessary to ensure that full pastoral needs are met. * Promote and encourage positive student behaviour in accordance with the College values both in the classroom and wider college environment. * Manage the behaviour of students in accordance with the College’s Learner Code of Conduct and the Student Disciplinary procedures. * Ensure accurate records of student attendance are maintained through the timely completion of class registers. * Undertake tutorial duties and responsibilities as appropriate. * Contribute to the organisation, monitoring and vetting of student work placements as required and relevant to the programme of study. |
| ***Administration***   * Maintain and monitor data relating to learner retention, completion and attainment for relevant courses, against College targets and national benchmarks. * Ensure learners are registered appropriately for examinations, and that certification claims are submitted accurately and within timescales to support accurate learner outcome reports / data. * Ensure proposed Educational trips / visits are documented, appropriately risk assessed and authorised in accordance with the College Educational Visits procedures. * Ensure all learner data is kept securely in accordance with the College Data Protection Policy. |
| ***Quality Standards***   * Actively contribute to the course review process / development and implementation of actions leading to continuous improvement. * Participate in the formal observation programme in accordance with the Quality cycle. * Participate in sharing of good practice events and activities to continually improve teaching and learning practice. * Ensure learner work is appropriately assessed against relevant IV standards * Contribute to the IV / moderation of learner assessments as required. * Ensure College quality assurance procedures are followed in line with College requirements. * Actively contribute to college initiatives to assist in monitoring progress and continuous improvement e.g. staff survey, focus groups as requested. |
| ***Departmental Duties***   * Assist with the planning and marketing of new and existing courses as required. * Assist with the relevant recruitment and marketing activities such as dealing with enquiries from prospective students, interviewing, schools liaison, open evening/day and taster events as required. * Provide extra support to learners through revision sessions or study support as required. * Undertake invigilation duties as required in accordance with the W.A.S. guidelines. * Assist with the provision of teaching cover in accordance with the W.A.S guidelines. * Attend departmental / course team meetings as required. |
| ***College Responsibilities***   * Comply with and promote all college policies and procedures. * Promote a teaching, learning and working environment that is free from discrimination and where diversity is valued. * Be responsible for safeguarding and promoting the welfare of students. * Promote and conduct your professional duties and responsibilities within the parameters of the College’s agreed values and aims. |
| ***Professional Development***   * Participate in an annual staff review and identifying support, and learning and development needs. * Engage in professional development and networking for the purpose of continuous professional development, to include updating of professional skills and subject knowledge. * Be open to the development of new skills in response to the changing needs of the curriculum. * Updating professional, teaching and training qualifications where appropriate. * Keeping informed of current educational and professional initiatives. * Membership of the Education Workforce Council and other professional bodies where appropriate. |

**Other Tasks**

1. Comply with all College Policies & Procedures, keeping abreast of any changes and updating practice and/or systems to ensure continued compliance.
2. Ensure that all aspects of the College Financial Regulations are followed.
3. Contribute to and represent the overall vision and values of the College.
4. Ensure that all services are delivered in compliance with the Welsh Language Standards.
5. To flexibly respond to the needs of the business and to provide an effective service to our learners and other stakeholders.

##### PERSONAL DEVELOPMENT

In partnership with the College, take responsibility for personal development, including:

1. Participating in an annual staff review and identifying development needs.

2. Updating of professional, teaching and training skills and qualifications, through attending staff development opportunities, joining professional bodies and keeping informed of educational and professional initiatives.

HEALTH & SAFETY

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff are required to co-operate with management to enable the College to meet its own legal duties and to report any hazardous situations or defective equipment.

GENERAL

This description is not intended to establish a total definition of the job, but an outline of the responsibilities you are expected to undertake. From time to time you may be required to undertake any other duties commensurate with your level of responsibility.

This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate in any discussions relating to Job Description change.

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***Person Specification – ESOL Lecturer***

*In your application you are asked to address only those criteria labelled A. These will be used to shortlist applicants. Criteria labelled I will be explored at interview and those labelled WRE in assessment centre activities.*

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| ***Criteria*** | **Essential Criteria** | **Desirable Criteria** | **Method** |
| ***Qualifications:*** | * Professional qualification or first degree in relevant area or equivalent. * Formal Teaching qualification (i.e. PGCE) or be prepared to work towards one. * CELTA certificate (or Level 5 equivalent) * Level 2 (GCSE or equivalent) grade C or above qualification in literacy & numeracy. |  | **A**  **A**  **A** |
| ***Knowledge &***  ***Experience*** | * Ability to deliver on a range of ESOL levels * A working knowledge of the ESOL Core Curriculum * Previous experience of teaching non-native speakers of English * Proven track record in successful teaching |  | **A**  **A/I**  **A**  **A** |
| ***Skills & Abilities:*** | * Proven track record of achieving excellent attendance and punctuality, providing a strong role model for learners. * Ability to support and nurture diverse learning groups with the aim of meeting desired outcomes. * Strong leadership skills. * Excellent interpersonal skills and communication skills (both written and oral). * Able to deal openly with any issues or problems. * Ability to take on teaching in topics other than main areas of expertise. * Self managing and able to work under own initiative. * Ability to work under pressure and meet deadlines. * Excellent organisational skills. |  | **I**  **I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |
| ***Personal Attributes:*** | * Demonstrate high level of commitment to the role and a passion for teaching and learning. * Demonstrates high and realistic expectations * Demonstrate resilience and patience. * Passionate about the holistic development of each individual learner and groups of learners * Demonstrate a sense of humour and a sense of fun for colleagues and learners. * Team player. Cares about and is supportive of colleagues. * A passion for achieving excellence through delivering a first class Quality service at all times. * Ability to reflect on practice and seek continuous improvement in both self and learners. * Willingness to contribute to extra curricular activities. * Represent the College in a professional manner displaying integrity at all times. * Flexible attitude towards work. * Commitment to quality. |  | **I**  **I**  **I**  **I**  **I**  **I**  **I**  **I**  **I**  **I**  **I**  **I** |
| ***Special***  ***Requirements:*** | * Welsh speaker desirable - Entry. * Must be able to travel between College sites. |  | **A**  **A** |

**A – Application Form**

**I – Interview**

**DISGRIFYDD LEFEL IAITH GYMRAEG**

***WELSH LANGUAGE LEVEL DESCRIPTORS***

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| **Welsh Essential** | **LEVELS** | **Listening** | **Speaking** | **Writing** | **Reading** |
| **Level 4**  **Proficient** | Able to understand all conversations involving work | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary | Skilled – able to complete complex written work without the need for revision | Able to understand all material involving work |
| **Level 3**  **High** | Able to follow the majority of conversations involving work including group discussions | Able to speak the language in the majority of situations using some English words | Able to prepare the majority of written material related to the area, with some assistance in terms of revision | Able to read the majority of material in own area |
| **Level 2**  **Intermediate** | Able to follow routine conversations involving work between fluent Welsh speakers | Able to converse with someone else, with hesitancy, regarding routine work issues | Able to draft routine text, with editing assistance | Able to read routine material with a dictionary |
| **Level 1**  **Foundation** | Able to understand a basic social conversation in Welsh | Able to answer simple enquiries involving work | Able to answer simple correspondence with assistance | Able to read basic material involving work (slowly) and understand text that consist mainly of high frequency everyday work related language |
| **Welsh Desirable** | **Entry** | Able to understand basic enquiries in Welsh (“Ble mae…? Ga’ i siarad â…?”) | Able to conduct a general conversation (greetings, names, sayings, place names) | Able to write basic messages (“Diolch am dy help.”) | Able to understand and read very short, simple texts |
| **None** | No Welsh language skills at all | No Welsh language skills at all | No Welsh language skills at all | No Welsh language skills at all |

**DISGRIFYDD LEFEL IAITH GYMRAEG**

***WELSH LANGUAGE LEVEL DESCRIPTORS***

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| **Cymraeg Hanfodol** | **LEFEL** | **Gwrando** | **Siarad** | **Ysgrifennu** | **Darllen** |
| **Lefel 4**  **Rhugl** | Gallu deall pob sgwrs yn ymwneud a’r gwaith | Rhugl – gallu cynnal sgwrs a gofyn cwestiynau, am gyfnod estynedig pan fod angen | Medrus – gallu cwblhau gwaith ysgrifenedig cymhleth heb angen adolygu | Gallu deall deunyddiau yn ymwneud a’r gwaith |
| **Lefel 3**  **Uchel** | Gallu dilyn y mwyafrif o sgyrsiau yn ymwneud a’r gwaith yn cynnwys trafodaethau grwp | Gallu siarad yr iaith yn y mwyafrif o sefyllfaoedd gan ddefnyddio rhai geiriau Saesneg | Gallu paratoi'r mwyafrif o waith ysgrifenedig yn ymwneud a’r maes, gyda pheth cymorth o ran adolygu | Gallu darllen y mwyafrif o ddeunyddiau yn fy maes |
| **Lefel 2**  **Canolradd** | Gallu dilyn sgyrsiau arferol yn ymwneud a gwaith, rhwng siaradwyr Cymraeg rhugl | Gallu sgwrsio gyda rhywun arall am faterion gwaith arferol, ond yn petruso | Gallu drafftio testun arferol, gyda chymorth golygu | Gallu darllen deunyddiau arferol gyda geiriadur |
| **Lefel 1**  **Sylfaen** | Gallu deall sgwrs gymdeithasol sylfaenol yn Gymraeg | Gallu ateb cwestiynau sylfaenol yn ymwneud a’r gwaith | Gallu ateb gohebiaeth gyda chymorth | Gallu darllen deunyddiau syml yn ymwneud a gwaith (yn araf) a gallu deall testun sy’n cynnwys iaith gwaith pob dydd yn bennaf |
| **Cymraeg Dymunol** | **Mynediad** | Gallu deall ymholiadau sylfaenol yn Gymraeg (“Ble mae…? Ga’ i siarad â…?”) | Gallu cynnal sgwrs gyffredinol (cyfarchion, enwau, dywediadau, enwau llefydd) | Gallu ysgriffennu negeseuon sylfaenol (“Diolch am dy help.”) | Gallu deall a darllen testunau byr, syml iawn |
| **Dim** | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl |