

ESOL TUTORS (3)

JOB DESCRIPTION

- Responsible to:** Project Manager
- Hourly Pay:** £20 - £30 per hour, depending on experience
- Days/Hours:** ESOL Tutor 1 – teaching on Mondays and Fridays, 10am–12:30pm
ESOL Tutor 2 – teaching on Mondays and Fridays, 10am-12:30pm
Preferably Mandarin or Cantonese speaker.
ESOL Tutor 3 – teaching on Mondays and Tuesdays, 10am-12:30pm
Preferably Arabic speaker.
- Extra preparation/admin hours will be agreed.
- Teaching Format:** In-person (Leeds 7, 8, 9)
- Teaching Months:** January to March 2022 initially – may be extended depending on performance review and programme funding.

1. Job Purpose

To plan, prepare and deliver Pre Entry, Entry 1, Entry 2 and Entry 3 levels of English for Speakers of Other Languages (ESOL) to adult learners in Leeds community venues. Tutors will also be responsible for learners' initial assessments, setting learning objectives, monitoring, recording and evidencing of learning activities and progression.

Successful candidates will also be required to use the Google Drive and Google Classrooms in case there will be an urgent need to use virtual classrooms. Strong administration skills and timely organisational skills are required.

2. Main Duties and Responsibilities

- Planning, preparing and delivering a range of ESOL lessons for adults in Leeds communities.
- Assessing individual learner's language abilities and monitoring their progress.
- Producing suitable and good quality learning resources for learners from different backgrounds.

- Delivering engaging class activities to support consistent learning and personal development of learners.
- Effective Classroom management, techniques and strategies.
- Timely administration work, such as keeping class registers, learners files, and evidencing class work and learners' progress.
- Providing feedback on oral and written work and exercises.
- Preparing information and records for inspection visits and quality assurance requirements
- Maintaining required class and learners records accurately.
- Actively promote equality and diversity in line with PATH's equal opportunities policy.
- Carry out all work in accordance with PATH's Health and Safety, Safeguarding Vulnerable Adult, and other policies.
- Carrying out any other duties that PATH's Project Manager and/or Chief Executive may require from time to time.

PERSON SPECIFICATION

Essential:

- Holds a UK English (ESOL) teaching qualification – Level 3 Award in Education and Training, CELTA, etc.
- Recent English (ESOL) teaching experience.
- Excellent spoken and written English communication skills.
- Excellent planning and organisational skills.
- Flexibility and an adaptable teaching style and methodologies.
- Creative skills and ideas for planning practical and interesting lessons.
- Able to build open and supportive relationships based on trust and mutual respect with learners from different backgrounds, diverse communities, groups and organisations.
- Excellent in recording and evidencing class activities, learners work and progress.
- Ability to work under pressure and to strict deadlines.
- Available for regular meetings with the Project Manager.
- Commitment to Equal Opportunities policies.

Practical requirements:

- The post holder needs to be able to travel to different class venues in Leeds 7, 8, 9.
- The post holder will be working from home for the agreed non-teaching working hours.
- PATH Yorkshire operates a no smoking policy in its office.

How to Apply:

Send your CV (with a cover letter stating which of the 3 positions you will be applying for) to:

Jessica.thompson@pathyorkshire.co.uk

CLOSING: Wednesday, 15 December 2021, 5 pm.

Timetable	
Closing of application	15 December 2021, 5 pm
Notification of shortlisted candidates and invitation for interviews	16 December 2021
Interviews at PATH Yorkshire Office, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD	17 December 2021
Successful candidates' Induction Meeting	Between 20 – 23 December 2021
Successful candidates will start work	04 January 2022
Teaching week starts	10 January 2022

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