

# PATH Yorkshire

## ESOL Tutors (Leeds)

### Job Description

PATH Yorkshire is a non-profit training provider of accredited and non-accredited courses supporting adult learners to improve their English language and Employability skills. Established for 38 years, we work with diverse communities, migrant groups and businesses across the Yorkshire region.

We are looking to appoint qualified and experienced English for Speakers of Other Languages (ESOL) Tutors to deliver non-accredited ESOL courses for learners aged 19+ in community venues across Leeds.

Our ESOL curriculum is part of the Leeds City Council Adult Community Learning Programme and follows the Leeds City Council ESOL Curriculum with modules on Social Conversation, Health and Wellbeing, Where I Live, Using Money, Reading and Writing for Everyday Life, ESOL for Jobseeking, Job Applications and ESOL at Work. Learners may be unemployed, economically inactive or on low pay, seeking for better employment opportunities.

### ESOL Tutors (Leeds) - JOB DESCRIPTION

#### **Pay: £25 per hour (Freelancers)**

Hours: to be agreed with the Project Manager.

Start: November 2023 and January 2024

Contract: Term-time, renewable up to two years, subject to reviews.

#### **Duties and Responsibilities:**

- Effective planning and implementation of in-person (face to face) learning and assessments to cohorts of learners and coaching them to achieve the course learning intentions and outcomes.
- Develop and implement course scheme of learning and lesson plans adapted to the cohort profile and individual learning styles.
- Initial assessment of individual learners, setting personal goals and individual learning plans.
- Monitor learners' attendance and promptly follow up on absent learners, motivating them to improve their attendance.
- Maintain accurate learners records, documentation and evidence as required by PATH Yorkshire, the awarding body, and the funding authority.
- Facilitate a positive and supportive learning environment where learners feel safe and motivated to improve themselves and complete the course.

- Develop formative and summative assessment activities, conduct mid-term and exit reviews.
- To coordinate with the designated PATH team in ensuring that the programme will be accessible to diverse communities, meeting the needs of the learners and requirements of the project.
- To provide information and guidance, motivate and facilitate learners' progression on to further learning, volunteering, and employment.
- Perform your duties and responsibilities in accordance with PATH Yorkshire policies and procedures.
- Immediately inform the Designated Safeguarding Officer of any safeguarding concerns.
- To perform other duties assigned by the Project Manager and/or CEO of PATH Yorkshire.

## **ESSENTIALS**

### **1. Qualification**

1.1 Applicants must have a UK teaching qualification (such as PTLLS, CTLLS, Level 3 Award in Education and Training, Level 4 Certificate in Education and Training, CELTA, DELTA, TEFL).

1.2 Applicants must also have an experience in teaching ESOL classes/courses in UK within the recent five years.

1.3 Experience (within the recent two years) of teaching ESOL courses which are commissioned by Local Council Adult Learning or Ofsted inspected adult learning will be considered.

### **2. Experience**

2.1 Effective course planning, individual learning planning, assessment and delivery, using appropriate materials and resources.

2.2 Producing schemes of learning, session plans and Individual Learning Plans.

2.3 Giving timely and constructive feedback to support learners in achieving their learning objectives and personal goals.

2.4 Practicing inclusion in the classroom.

### **3. Skills and Ability**

3.1 Ability to meet the requirements of the ESOL course, programme objectives and associated documentation and evidencing.

3.2 Ability to plan a programme of learning and sessions with clear outcomes which provide flexibility to meet learners' individual needs.

3.3 Ability to implement various learning strategies to motivate learners, encourage collaboration and peer support.

3.4 Ability to use a range of suitable learning resources to motivate and meet the needs of learners.

3.5 Ability to communicate effectively in written and verbal English.

3.6 Effective interaction with individuals and groups, through highly developed interpersonal skills.

3.7 Ability to use IT packages, e.g. Outlook, Word, Excel, Power Point.

3.8 Ability to provide learners the relevant information and guidance on local jobs market and opportunities.

**TO APPLY:** Please email your CV with a cover letter to [Jessica.thompson@pathyorkshire.co.uk](mailto:Jessica.thompson@pathyorkshire.co.uk)

Cover Letters – should include your available days and times for course delivery, and the earliest date you can start, if your application is successful.

**This vacancy will close as soon as a suitable number of applications have been received. Please apply as soon as possible.**

PATH Yorkshire is a registered charity 516786.  
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