

ESOL TUTORS (2)

JOB DESCRIPTION

Responsible	Project Manager
Salary:	£22,925 per annum, pro rata, Immediate start until end of 23 December 2022.
Working Days/	
Hours:	ESOL Tutor 1 - 14.8 hrs weekly on Wednesdays and Thursdays, preferably a driver with own car. ESOL Tutor 2 - 14.8 hrs weekly, teaching on Monday, Tuesday, Wednesday afternoons.
Teaching Format:	In-person

1. Job Purpose

To plan, prepare and deliver Entry 1, Entry 2 and Entry 3 levels of English for Speakers of Other Languages (ESOL) to newly arrived adult migrants in Leeds.

Tutors will also be responsible for learners' initial assessments, setting learning objectives, monitoring, recording and evidencing of learning activities and progression.

Strong administration skills and timely organisational skills are required.

2. Main Duties and Responsibilities

- Planning, preparing and delivering a range of ESOL lessons for newly arrived adult migrants.
- 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.
- 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.
- Experience in teaching English (ESOL), either paid or volunteering.
- 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.
- Commitment to Equal Opportunities policies.

Practical requirements:

- PATH Yorkshire operates a no smoking policy in its office and community venues where PATH delivers services.

How to Apply:

Complete the PATH Application Form and email to jessica.thompson@pathyorkshire.co.uk

CLOSING: Tuesday, 30 August 2022, 11 am.