ESOL Tutor: Job description

Job Title: ESOL Tutor

Responsible to: Project Coordinator

Location: Bridge Community Church, Rider Street, LS9 7BQ

Hours of work: 4 hours per week lesson delivery (planning in own time)

Wage: £23-25 per hour (dependent on qualifications/experience)

Terms: Permanent subject to funding (3 month probationary period)

Women Arise background:
Women Arise is a project under Leeds Christian Community Trust (LCCT) who provide support, legal structure and governance to a variety of projects in Leeds. Women Arise seeks to honour, encourage and empower women from different backgrounds to shine and flourish. The aims of Women Arise are:

1. to reduce isolation and social exclusion caused by language/cultural barriers and domestic situations by providing ESOL classes
2. to encourage positive mental well-being through well-being sessions so women feel valued and able to contribute to society
3. to support women in a variety of ways and act as a bridge to receiving relevant and professional support

Job Purpose: The post holder will be responsible for the planning and the delivery of ESOL lessons and some Wellbeing sessions.

Main responsibilities

1. **Planning**

- Write long term and short term plans
- Maintain records
- Prepare and produce worksheets and resources necessary for the lesson

2. **Assessment**

- Assess each new student to determine level (in conjunction with other tutors and Project Coordinator)
- Check progress of each student in class via regular assessments
- Provide resources and differentiate according to level

3. **Lesson Delivery**

- Work with teaching assistants effectively keeping them informed of lesson planning in advance of the lesson
- Teach the session
- Use English as much as possible

4. **Wellbeing Class**

- Support the Wellbeing class, sometimes with planning and teaching.

The post holder may also be required to undertake other duties as discussed and agreed with the Project Coordinator and in line with the post. You will be expected to abide by the policies and procedures of Women Arise and LCCT at all times.

Working pattern:

Planning and preparation done at home and teaching in person with the flexibility to move to online lessons on Zoom if circumstances require it (eg. Covid).

This post is funded primarily from funding bids and has the potential to increase weekly hours if income allows. At the same time, the paid role continues only as long as funding is available.

Person Specification (E = Essential, D = Desirable)

Qualifications

1.1	A recognised teaching qualification from the UK or overseas. (eg. TEFL, CELTA certificate, PTLLS, BA in Education, PGCE)	E

Experience

2.1	At least 6 months experience working/volunteering in education in the classroom setting	D
2.2	Experience of using Word and Powerpoint and other IT skills	E

Knowledge and Understanding

3.1	Knowledge of English grammar and English phonics	E
3.2	Knowledge and understanding of life in the UK	D

Skills and abilities

4.1	High standard of written and spoken English	E
4.2	Ability to work in an organised way and complete tasks within deadlines	E
4.3	Good attention to detail and high level of accuracy in work	D
4.4	Ability to work on own initiative	E
4.5	Ability to work effectively and responsively in a small team	E
4.6	Ability to work with others in an inclusive and affirming way	E
4.7	Ability to design and create engaging resources and lessons	E
4.8	Ability to speak a second language	D

Personal Qualities and other

5.1	Natural communicator, articulate and able to enthuse others	E
5.2	Highly motivated with a can-do attitude	E
5.3	Commitment to values and ethos of Women Arise	E
5.4	Enthusiasm for the vision and aims of Women Arise	E
5.5	Willingness to offer occasional hours/time to support women (reading letters, going to appointments)	D