

## Job Description – ESOL Tutor

Located in	Reporting to	Hours	Job Family & Area
Burton on Trent	Head of English and Maths	37.5 per week in line with business need.	Skills

**Salary: £26,000 to £32,000**

### Job Purpose

As an ESOL Tutor, you will play a crucial role in helping non-native English speakers develop their English language proficiency. You will work with individuals or groups of learners from diverse cultural backgrounds to improve their speaking, listening, reading, and writing skills in English from pre-entry level to Level 2. Your primary goal will be to empower our learners to effectively communicate and integrate into English-speaking communities, workplaces, and educational settings.

### Key Responsibilities

- Design and deliver engaging ESOL sessions that cater to the diverse needs and proficiency levels of learners, fostering their listening, speaking, reading, and writing skills.
- Create and adapt teaching and learning materials, session plans, and assessments to align with curriculum goals and learner progress.
- Provide one-on-one and group support to address specific language challenges and encourage active participation in learning.
- Regularly assess learners' language proficiency, track their progress, and provide constructive feedback to facilitate continuous improvement.
- Foster a supportive and inclusive learning environment that respects cultural differences and encourages cross-cultural understanding.
- Effectively utilise teaching resources, technology, and multimedia tools to enhance the learning experience for all.
- Employ interactive teaching, learning and assessment methods and activities that promote active learner engagement and motivation.
- Maintain accurate records of attendance, assessments, and learner performance for reporting purposes.

### Key Performance Indicators

- High levels of learner progress, demonstrated through improvement in learners' language skills and proficiency levels.
- High retention of learners throughout the programme duration, resulting in high levels of successful outcomes and achievement.

- Positive feedback from learners regarding the quality of teaching, learning, assessment and support received.
- Consistent achievement of learning objectives as measured by assessments.
- Promotion of an inclusive and culturally sensitive learning environment.
- Timely delivery of learner reports and progress measures.

## Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the policies, follow safe working practices, and complete all mandatory training requirements.

## General

- Be aware of and follow all Acorn Training policies.
- Have regular 121's throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing.
- Take part in any required training needed to fulfil your role.
- Commitment to the Professional Standards – Values and Attributes, Professional Knowledge and Understanding and Professional Skills.
- Promote and uphold the principles, policies, and all relevant statutory requirements, including the Equality Act, the HASWA, GDPR and Safeguarding, including Prevent.
- Undertake such other duties as may be required from time to time commensurate with the level of the post.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications and specific training</b>	<ul style="list-style-type: none"> <li>• BA in English Language Teaching, Applied Linguistics, Education, or a related field.</li> <li>• Minimum Level 5 teaching learning and assessment qualification, such as CELTA, Cert Ed, DTLLS or Diploma in Education and Training</li> <li>• GCSE (or equivalent) in English Language and Mathematics</li> <li>• Level 2 IT Qualification</li> <li>• Full Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• TEFL/TESOL qualified</li> <li>• First Aid at Work Certificate</li> <li>• IOSH Health and Safety Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in teaching ESOL to diverse learner groups, preferably in a multicultural setting.</li> <li>• Proven experience in planning, delivering, and assessing adult learning programmes.</li> <li>• Experience of working with people who have been displaced or experienced trauma.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of cultural differences and the ability to create an inclusive environment.</li> <li>• Familiarity with various teaching methodologies and approaches, such as communicative language teaching, task-based learning, and learner-centred practice.</li> <li>• Understanding of common English language proficiency frameworks.</li> <li>• Knowledge of different types of assessments, such as placement tests, diagnostic tests, formative assessments, and summative assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with industry trends, emerging technologies, and best practices in curriculum design and delivery.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Native proficiency in English, with a strong command of grammar, vocabulary, and communication skills.</li> <li>• Excellent verbal and written communication skills, with the ability to explain complex concepts clearly.</li> <li>• Flexibility to tailor teaching and learning methods to different learning styles and ability levels.</li> <li>• Strong interpersonal skills and empathy towards learners' challenges and aspirations.</li> <li>• Effective time management and organisational abilities to manage multiple tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in using technology and software tools for curriculum delivery and assessment.</li> </ul>

**Last Updated: March 2024**