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**Job Description and Particulars of Appointment**

**1a. Details of Post**

Herefordshire, Ludlow and North Shropshire College (HLNSC) Adult and Community Learning Team is looking for enthusiastic, inspirational, well qualified and experienced casual part-time ESOL (English for Speakers of Other Languages) tutor.

Initially the vacancy is for Monday evenings at North Shropshire College, Oswestry Campus, with the possibility of further classes.

The courses are delivered during the college term time only.

HLNSC is committed to safeguarding including the Prevent Duty and promotes the welfare of all learners and expects all staff to share this commitment. All applicants also need to have a commitment to equality and diversity and will be expected to develop their expertise in supporting adults with basic skills needs.

**1b. Main Purpose of Post**

As a member of Herefordshire, Ludlow and North Shropshire College (HLNSC)you will support the development and delivery of its vision, values and strategic objectives.

**2. Service Objectives**

HLNSC Community Learning takes place at the Gateway for Education and the Arts Centre in Shrewsbury, North Shropshire College and various community centres and primary schools throughout the county. Provision is funded, primarily, through specific grants from the Education and Skills Funding Agency. It is aimed at those aged over 19.

**3. Level of the Post**

The post holder will report to the Community Learning Manager (CLM) who is responsible for the post holder’s employment arrangements including health and safety and continuous professional development (CPD).

**4. Key Responsibilities**

* To plan and deliver ESOL courses to groups of adults using a variety of relevant methods and approaches to enable and support learning
* To undertake initial and ongoing assessment and review and record student progress
* To support students to meet the course objectives which are in line with City and Guilds ESOL qualifications and specific quality assurance related to the qualifications.
* To monitor, evaluate and review the programme with students.
* To provide course advice and guidance
* To negotiate a learning route with students and identify the next steps in their learning journey
* To actively promote Safeguarding and the Prevent agenda, following all policies and procedures to ensure the safety of all students
* To arrive punctually ensuring that the learning environment is appropriate
* To prepare appropriate resources for individual and group learning activities
* To undertake enrolment duties and ensure that students have access to information advice and guidance
* To attend induction, training workshops and team meetings as required
* To undertake the necessary administrative tasks relating to the course
* To maintain course files and appropriate student records
* To assess students' work and progress and feedback as required
* To keep up to date with developments in the adult Essential Skills curriculum and in adult learning generally

These are illustrative duties. The post holder will be expected to become involved in a range of work to enable the college to respond effectively to the changing requirements of the organisation and changes affecting local communities.

**5. Customer / User Focus**

The post holder:

* Will ensure engagement with students and maintenance of an appropriate personal profile,
* Will adopt a student focused approach when delivering their sessions.
* Will act as advocate for their provision and work collaboratively with colleagues across the whole organisation to meet the needs of the people of Shropshire.

**6. Performance Requirements**

Meet individual performance and personal development targets agreed with their line manager. These may arise from the lesson observation process or as part of general CPD.

Work with colleagues to meet team Key Performance Indicators, e.g. keeping quality assurance records, ensuring exam requirements are met.

**7. Conditions of Service**

# The post is subject to the conditions of service for part time tutors in the Community Learning Service of Herefordshire, Ludlow and North Shropshire College.

# The post is currently graded at a starting rate of £25.08 including holiday pay which is the qualified Community Learning Tutor’s rate.

# The post is based at North Shropshire College, Oswestry Campus

# This post is subject to the following:

* + The post is casual
	+ There are additional proportional payments towards the time spent in quality improvement meetings for the course,
	+ There will be payments for attendance at specified meetings or requested staff development activities.

# The post holder will be admitted to the Pension Scheme but will have the opportunity to ‘opt out’. Information about this and other pension options will be sent with any formal offer of appointment.

# Smoking is not allowed in any buildings, in vehicles belonging to the organisation or in any place of work.

# The organisation may wish to satisfy itself of the medical fitness of the post holder as a condition of appointment.

# The post holder must have access to suitable means of transport as required for college duties. Where applicable the post holder must maintain a full current driving licence and ensure that their vehicle insurance provides appropriate cover. The nature of the post currently attracts  user’s allowance. Approved mileage will be paid at agreed college rates.

The postholder will commit to: -

To attend and contribute to team meetings:

* To work closely with colleagues in developing and enhancing those areas and resources relating to your subject specialism.
* To participate in staff appraisal processes, and other staff development programmes, as appropriate
* To comply with administrative and quality procedures as required
* To undertake staff development activities as identified
* To carry out all duties in accordance with local and legislative requirements relating to equality legislation in such a way that no person is unfairly discriminated against in terms of race, colour, religion, disability, gender, etc
* Observation of Health and Safety regulations and procedures
* To ensure that all requirements associated with data protection legislation are fully met
* Any other duties as reasonably requested
* To adhere to Safeguarding, including the Prevent Agenda, and Equality policies and procedures

**8. Special Conditions**

In the case of extra hours courses, the appointment will be based on the number of hours delivery for each course as agreed with the CL Manager, subject to the course running. The college reserves the right to terminate an appointment without notice if a course does not commence or is prematurely closed due to insufficient enrolments or course fee income. Where necessary the contract may be terminated before the due expiry date by either the college or the employee, giving two weeks prior notice in writing. The college may terminate the contract without notice on grounds of misconduct or gross negligence.

The Community and Family Learning is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. All applicants also need to have a commitment to equality and diversity and will be expected to develop their expertise in supporting adults with basic skills needs.