



## Job Description: ESOL Tutor

<b>Job title</b>	Sessional ESOL Tutor 4-6 hours per week
<b>Department/Section</b>	Education and Training
<b>Essential Skills and Experience</b>	<ul style="list-style-type: none"> <li>• CELTA//TEFL/TESOL qualifications</li> <li>• Excellent IT skills, particularly Microsoft Word and Excel</li> <li>• Proven experience in teaching English to speakers of other languages, preferably in a multicultural or international setting.</li> <li>• Familiarity with language assessment tools and strategies.</li> <li>• Excellent communication and interpersonal skills, with the ability to connect with students from diverse cultural backgrounds.</li> <li>• Adaptability and flexibility in addressing the unique learning needs of each student.</li> <li>• Flexibility and ability to adapt schemes of work to meet different learning needs</li> <li>• Commitment to creating an inclusive and supportive learning environment.</li> <li>• Proficiency in using technology for instructional purposes.</li> <li>• Fluency in additional languages is an asset.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Create engaging lesson plans and schemes of work that cater to the varying language proficiency levels within the ESOL classroom.</li> <li>• Assess students' language abilities and progress regularly, providing constructive feedback to promote continuous improvement.</li> <li>• Develop and implement culturally sensitive teaching methods that foster an inclusive and supportive learning environment.</li> <li>• Integrate technology and interactive resources into lessons to enhance language acquisition and cultural understanding.</li> <li>• Collaborate with other teachers and staff to design cross-disciplinary activities and projects that reinforce language skills.</li> <li>• Prepare students for examinations and assessments in line with awarding body standards.</li> <li>• Collaborate with colleagues to develop innovative teaching materials and methods.</li> <li>• Maintain accurate records of student progress and attendance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in professional development opportunities to stay current</li> <li>• Establish strong communication channels with students, their families, and support staff to address individual learning needs and promote language development outside the classroom.</li> <li>• Stay abreast of best practices in language acquisition, multicultural education, and ESOL teaching methodologies through professional development activities.</li> <li>• Participate in teacher conferences, staff meetings, and contribute to the overall educational experience of ESOL learners.</li> <li>• Ensure that Health and Safety checks are made on all delivery locations and appropriate paperwork is in place in course folders.</li> <li>• To attend termly staff reviews and meetings.</li> <li>• All centre staff are expected to promote and develop a community spirit within the centre</li> </ul>
Reporting to Dirin Hamakarim	HR, Education and Training Quality Lead