

## **JOB DESCRIPTION**

**Job Title:** ESOL/EFL Lecturer  
**Directorate:** School of English / International  
**Department:** Cambridge International Centre  
**Reporting To:** Team Leader / Head of Department  
**Date JD produced/revised:** October 2022

### **The primary purpose of this job role is to:**

Teach on a range of ESOL programmes from beginners to advanced level. This will include developing students' social skills, their study and employability skills as well as their understanding of life in the UK. Provide high quality teaching and access to learning. It is expected that the post holder will contribute to course design, development of programmes and the expansion of the area generally.

### **The primary duties, tasks and responsibilities of this job role are to:**

1. Deliver high quality teaching and learning to a timetable that will include evenings, and may also include weekends and summer periods. Face to face teaching and online delivery.
  - 1.1 Deliver inspirational teaching including 1:1 tutorials where students have the opportunity to discuss personal targets for progress with you.
  - 1.2 Lead on the delivery of specific programmes to be agreed with the line manager.
  - 1.3 Provide and maintain teaching materials including handouts, assignments, booklists and assessment papers.
  - 1.4 Prepare Schemes of Work and Schemes of Assessment.
  - 1.5 Undertake the necessary administrative tasks required for effective operation of programmes including monitoring student progress and performance and maintaining accurate student records e.g. attendance, punctuality and assessment, using College systems (such as ProMonitor and Markbook).
  - 1.6 Interview and assess students, ensuring appropriate ILPs are developed for all learners.
2. Undertake tutorial responsibilities
  - 2.1 Act as a course tutor with responsibility for identifying and arranging all necessary support for ESOL learners to ensure that they are successful and achieve their goals.
  - 2.2 Track and review student progress on their course and maintain student records including accurate records of assessment, attendance and punctuality using College systems (e.g. Promonitor, Markbook).
  - 2.3 Set incremental personal and academic targets in tandem with your students all through the course in full compliance with College requirements, so that students achieve to the best of their ability and develop the necessary skills required for further study, work and social integration while they live in the UK.

3. Assist in the recruitment and admission of new students.
  - 3.1. Assist in recruitment and admission of new students.
  - 3.2. Attend promotional events to publicise College and departmental activities.
  - 3.3. Contribute to the compilation of publicity materials.
  
4. Team Administration, liaison and development
  - 3.1 Communicate effectively with other team members including liaising with colleagues in the International Office or other College department as required.
  - 3.2 Participate in course team reviews and evaluation.
  - 3.3 Respond to curriculum development and new course initiatives
  - 3.4 Advise on resource requirements for effective implementation of programmes.
  - 3.5 Undertake course leadership responsibilities and duties, as allocated.
  - 3.6 Liaise with examination boards as required.
  - 3.7 Attend course team meetings and participate in the development of programmes in the Cambridge International Centre.
  
5. Professional development
  - 4.1 Maintain personal research or professional practice in own specialist area for own personal professional development.
  - 4.2 Familiarise yourself with and adhere to College procedures.
  
6. Undertake health and safety duties and responsibilities as appropriate to the post.
  
7. Adhere to College equal opportunities policies, procedures and practices.
  
8. Actively advance equality of opportunity and foster good relations within the College community, including in own teaching practice.
  
9. To adhere to College equal opportunities policies, procedures and practices.
  
10. Undertake such other duties as may be required to commensurate with the grade, at the initial place of work or at any other College site, as agreed with the line manager including Cambridge International Centre Health and Safety Representative.

**The resource management responsibilities of this role are:**

Financial: NA

People Management NA

Other:

**Special conditions or working arrangements applicable to this role are:**

This post is defined as regulated activity. The post holder is required to hold an enhanced CRB disclosure check deemed acceptable to the College and to be re-checked every 4 years.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

### **Applicable to Teaching Staff and Curriculum Managers Only**

As an organisation we are committed to supporting all our teaching staff in achieving formal teaching qualifications and will provide training and support to enable you to do so where you do not already hold a Certificate in Education, PGCE or equivalent qualification.

Teaching staff whose employment commenced on or after 1 September 2001 are required and contracted by the College to either have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001 or by the FE Teachers qualifications (England) regulations 2007. The type of qualification required and the time period for acquiring it, depend on a number of factors including the type of post that is held, the teaching undertaken and hours of work.

<b>Terms and Conditions</b>	<b>Details</b>
<b>Salary Scale</b>	Lecturer
<b>Salary: (to be pro rated if part-time)</b>	£25,631 - £35,564 per annum, pro rata
<b>Superannuation Scheme:</b>	Teacher's Pension Scheme
<b>Number of hours to be worked per week</b>	18.5 – 24 per week
<b>Full year or term time only contract</b>	Full Year
<b>Contract type</b>	Permanent
<b>Annual Leave Entitlement</b>	42 days per annum pro rata

## EMPLOYEE PROFILE

**Post:** ESOL/EFL

<b>ATTRIBUTES</b>	<b>ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE</b>	<b>ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE</b>	<b>ASSESSMENT METHOD  e.g., application form, interview, tests</b>
<b>Qualifications</b>	Recognised TEFL/ TESOL Certificate equivalent to CELTA or Trinity CertTESOL	A relevant degree Other teaching qualification such as DTLLS, PGCE, Delta	Application Form Certificates
<b>Related Experience</b>	Proven teaching experience in ESOL/EFL or related area	Experience working with refugees, looked after children and care leavers.  Experience preparing students for Trinity Skills for Life exams, IELTS or Cambridge exams.  Experience delivering classes online and face- to-face.	Application Form Interview/ Selection Activities References
<b>Special Circumstances</b>	Prepared to work outside of term time and during holiday periods  Prepared to work outside of College		Application form/ interview
<b>Knowledge, skills and abilities</b>	Competent user of IT, including teaching online  Commitment to using and developing the departmental VLE  Excellent communication skills  Ability to develop curriculum and course materials as required  Responsive to administrative needs of the department  Team player	External examiner	Interview/ Selection Activities References

	Responsive to the needs of ESOL students		
<b>Disposition and approach</b>	<p>Able to support international students by developing academic and personal skills</p> <p>Able to contribute to extra-curricular activities</p> <p>Flexible and pro-active</p> <p>Professional approach</p> <p>Able to promote and safeguard the welfare of children and vulnerable adults.</p> <p>Committed to equality &amp; diversity</p> <p>Pro-active approach to own professional development</p>	Ability to respond to the commercial demands of EFL	Interview References