

### Job Description

<b>Job Title:</b>	Course Leader (Providing Teaching & Promoting Learning)
<b>Responsible To:</b>	Assistant Area Head ESOL
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Colchester
<b>Salary:</b>	£32,238 - £39,620 per annum
<b>Date of last review:</b>	July 2024

### **Purpose Statement:**

Undertake specified course leadership for the ESOL Programmes. To provide quality teaching and learning for students on ESOL/EFL programmes at all levels within the department, to undertake pastoral/tutorial duties as required

### **Main Duties & Responsibilities:**

<b>1</b>	Comprehensive teaching responsibilities (designing schemes of work, assessing, preparation, delivery, marking, leading on student guidance and selection procedure, individual student tutoring and marking/promoting courses/attending open events).
<b>2</b>	Further education course leadership elements as associated with Band 2 Lecturer role, including related pastoral, administrative and curriculum development responsibilities.
<b>3</b>	Work with Area Head, Assistant Area Head, and other course leaders to ensure management of quality provision throughout the different course delivery teams.
<b>4</b>	Lead on modelling best practice through the development of subject curricula to include Technology Enhanced Learning and innovative delivery methods.
<b>5</b>	Maintain quality of provision by participating in ongoing internal verification procedures and processes and ensuring appropriate requirements for external verification, communicating outcomes to senior colleagues as required.
<b>6</b>	To monitor standards of students' work against awarding body guidelines and to raise achievement levels.
<b>7</b>	To develop and update personal professional expertise in the relevant areas.
<b>8</b>	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
<b>9</b>	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

### Person Specification

**Job Title:**

Course Leader (Providing Teaching &amp; Promoting Learning)

Qualifications	Essential	Desirable	How is this assessed?
Education to degree level or above and/or a professional qualification in relevant subject area or equivalent.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A
DELTA/Diploma in TESOL.		✓	A
Cambridge CELTA or Trinity TESOL Certificate.	✓		A
Experience	Essential	Desirable	How is this assessed?
Varied EFL/ESOL teaching experience, indicating ability to: <ul style="list-style-type: none"> <li>Teach any aspect of the syllabus.</li> </ul> Contribute to the range of options offered within the section: exam preparation, Maths, IT, work skills, writing classes or offer additional subjects.	✓		A / I
Able to demonstrate experience of working with learners with a wide range of needs.	✓		A / I
Experience of leading a small team of staff.		✓	A / I
Experience of learner recruitment.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Proven ability to work as part of a team.	✓		A / I
Good time management/organisational skills.	✓		A / I
Able to teach creatively using Interactive White Board etc.	✓		I / P
Excellent interpersonal, oral and written communication skills.	✓		I / P

Ability to undertake teaching observations and provide constructive feedback.		✓	I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓	✓	A / I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

**KEY:**

<b>A</b>	Application
<b>I</b>	Interview
<b>P</b>	Presentation/Micro-teach
<b>T</b>	Test