

<b>Job Title:</b>	ESOL Tutor Panel
<b>Reporting To:</b>	Adult Literacy Organiser or FET Co-ordinator
<b>Grade :</b>	Adult Education Tutor
<b>Location:</b>	Tutor's place of work is dependent on the programme to which they are offered hours, which may be in any centre or geographical area in which any one of the FET and Language and Literacy programmes operate.

**The Job:**

The successful candidate will be required to prepare and deliver English language classes to Adults within WWETB FET programmes. The tutor will plan, prepare resources, deliver lessons, monitor learning and assess learners.

**The ESOL tutor with initial assignment to the adult literacy programme will:**

- Plan and prepare appropriate teaching and learning materials pertinent to the course/syllabus they are Tutoring as agreed with the FET Co-ordinator/AEO
- Set and examine assessments, in addition to work in class and to undertake other duties relevant to the proper management of the class and the monitoring of the progress of his/her class, for assessment purposes
- Qualifications  
 A minimum of one of the following is essential:
  - A qualification in teaching English as a second or other language
  - Experience of delivering ESOL Courses
  - A teaching qualification

**Post specific duties and responsibilities:**

- Submit a scheme of work and a lesson plan no later than 1 week after the commencement of the course
- Meet a range of learner educational needs in their teaching
- Monitor and assess learners work and progress
- Adhere to all module specifications and assessment criteria, where appropriate.
- Maintain a register according to the instructions of the Department/ maintain accurate records
- Tutors are expected to arrive at a reasonable time before the commencement of the class to start at the scheduled time
- The tutor is responsible for submitting accurate pay claims, duly signed by the co Ordinator, on time
- Tutors are required to adhere to all admin requirements of assessment and certification and maintain all appropriate records
- Flexibility delivery, evening and possibly occasional weekend work
- Manage the learning environment
- Have a duty of care to learners
- Maintain confidentiality at all times.

**Desirable Requirements**

- High level of interpersonal skills
- Experience working within Adult Learners
- An ability to work with vulnerable groups in a sensitive and empathic manner
- Experience of working with refugees
- Level 6 or higher qualification in literacy development, education, teaching or other appropriate area of study

**REMUNERATION:** Payment will be made on the basis of rates specified by the Department of Education for such posts.

**ATTENDANCE:** The ESOL tutor will receive a contract setting out the commencement and termination dates of the employment and indicating that the class times will be agreed on a class-by-class basis with the FET Co-ordinator/Adult Education Officer.

Employees are obliged to maintain confidentiality in certain aspects of their work. All personal and commercially sensitive information and knowledge acquired in the course of official duties must be treated as confidential and must not be divulged to unauthorised persons or used for the purpose or gain or profit. Under the terms of the Educational Welfare Act 2000, data may be shared with other bodies prescribed by the Minister for educational placement, training or tracking purposes or for educational research, provided it is used for a relevant purpose only.