

Position: - ESOL Teacher

Job Title:	ESOL Teacher
Hours:	Full/Part Time
Contract Type:	Permanent/Temporary
Salary:	Up to £25,000 depending on qualification and experience
Responsible to:	Line Manager/Head of Department

Job Description:

We are looking for an experienced ESOL teacher to join our team. You'll organise courses for non-english speakers with diverse activities and methods that cover all aspects of English language (speaking, writing, and comprehending).

As a teacher you will create individualised educational plans based on each student's needs and evaluate their progress through homework and assessments.

General Main Duties and Responsibilities:

- Prepare and deliver teaching to meet the individual needs of learners based on their reading, writing, speaking & listening skills.
- Support learners during the course by delivering fun, interesting and engaging lessons which impact on their learning.
- Ensure excellent attendance, punctuality, retention and agreed achievement rates.
- Be enthusiastic about working with a diverse group of learners, support them throughout their learning and ensure learner targets are met by providing regular assessments to assess progression.
- Build good relationships with learners by organising regular one-to-one sessions in order to set objectives and inspire them in meeting their goals.
- Administrative duties will include lesson planning, scheme of work and tutorial reviews as well as marking examination papers and portfolio based courses.
- Prepare and set tests, examination papers and exercises
- Mark and provide appropriate feedback on oral and written work
- Devise, write and produce new materials, including audio and visual resources
- Organise and get involved in social and cultural activities such as sports competitions, school parties, dinners and excursions
- Attend and contribute to training sessions
- Participate in marketing events for the language school
- Prepare information for inspection visits and other quality assurance exercises
- Undertake administrative tasks, such as keeping student registers and attendance records.
- Prepare classroom and course materials
- Assign homework and exams
- Mark students' assessments
- Create individualised plans for students with special requirements (e.g. learning disabilities)
- Research new teaching methods for teaching English as a second language
- Create a supportive and positive classroom environment
- Maintain records of student attendance and grades
- Resolve crises in classroom
- Inform parents about student progress
- Collaborate with educational staff to provide a positive learning experience to students

ESOL Teacher – Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • A CELTA/ TESOL or equivalent teaching qualification • GCSE: A - C English and maths qualifications (or equivalent) • DBS Check: you must complete the Disclosure Barring Service (DBS). • Previous experience as an ESL teacher or similar role • Knowledge of various methods of teaching English to non-english speakers 	<ul style="list-style-type: none"> • Degree in English Language • English Literature or similar field
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Ability to research, produce and use teaching resources that maintain high standards of learning • Excellent spoken and written communication skills. • Effective listening skills. • Creative skills and ideas for planning practical and interesting lessons. • Excellent planning and organisation skills. • A friendly and confident manner. • The ability to work well under pressure. • A flexible approach to work. • Cultural sensitivity, tolerance and patience. • You should be hard-working and self motivated. • Good time management skills. • Knows and uses strategies for cultural support. • Assess and recognise difficulties that are not language-based. • Knows where to start, to tailor lessons for each individual learner. • Knows how to move learners forward (in their learning) appropriately. • Can help learners read and write fluently and to comprehend lessons • Understands how English does/does not relate to other languages such as the nuances that can confuse a learner 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	
Personal Qualities:	<ul style="list-style-type: none"> • Show enthusiasm and excitement in the classroom, and be positive • Establish genuine relationships with the students 	

	<ul style="list-style-type: none"> • Seek to understand the students' cultural background • Trained in second language education techniques and approaches • Understand the individual needs of the students • Encourage english conversations and involvement outside the classroom • Demonstrate a willingness to connect with communities • Adaptability • Empathic • Good organisation skills • Confidence • A good listener • Demonstrate patience • Motivational • A love of learning • Have an attitude of flexibility • Appropriate classroom management • Plan meaningful lessons. • Cultural awareness. • be passionate about teaching and enjoy supporting learners to learn • A calm and resilient personality 	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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