

## **ESOL Cover Tutor**

King's Arms Project was started over 30 years ago as a response to seeing people sleeping rough on the streets of Bedford. Founded on the Biblical mandate for social justice, we have grown into a charity which works with the local community and National Government. We provide professional advice, innovative solutions and person-centred care to those at risk of homelessness and social isolation and to those experiencing displacement.

### **Our Vision**

Every person thriving in a place they call home, living a fulfilling life in community.

### **Our Mission**

To tackle homelessness, displacement, and social isolation by

- Providing opportunities for people to thrive and have a home.
- Connecting people into meaningful communities.
- Demonstrating the love of Jesus.
- Advocating for Justice.

### **Our Values**

Hope – We believe there is hope for everyone, always.

Community – We all thrive when we are connected in community.

God is Good – We depend on God and His goodness for everything we do.

Learning & Excellence – By seeking to learn, listen and grow we are better able to achieve excellence in all that we do.

## **JOB DESCRIPTION**

**Hours:** According to service need

**Terms:** Bank Staff

**Salary:** £13.54 per hour (CELTA qualified), £12.75 per hour (non-CELTA qualified) plus holiday pay

## **SUMMARY OF POST**

This post serves to support the delivery of high quality, formal scheduled ESOL teaching. The ESOL Cover Tutor will provide short or long-term cover of group classes at our sites in Shefford & Bedford in instances of staff absence due to sickness or training. In the event of staff absence, the ESOL Cover Tutor will be asked to cover classes at short notice. In such eventualities session plan for the class will be provided. In the event of longer term cover the ESOL Cover Tutor will be responsible for lesson planning, delivery, assessment and review. There is the opportunity for the cover tutor to also take up 1:1 in home tutoring for clients who are on maternity leave or facing periods of sickness.

**Key internal relations:** ESOL Team Manager, ESOL Team, ESOL Coordinator, Refugee and Migrant Services Team

**Key external relations:** Bedford Borough Council, Central Bedfordshire Council, East of England Local Government Association, Bedford English Language Partnership

You will also be expected to hold a minimum TEFL/TESOL qualification. You will have, or will develop, working knowledge of supporting and coaching adults learners through learning programmes.

## **MAIN DUTIES & RESPONSIBILITIES**

- To teach groups of adults using a variety of relevant methods and approaches to enable and support learning offering information, advice, and guidance.
- To teach 1:1, 1:2 or 1 : 3 sessions in community settings and client homes using a variety of relevant methods and approaches to enable and support learning offering information, advice and guidance.
- To work with the ESOL Team in the design and delivery of learning programmes to enable learners to achieve personal learning goals and national qualifications.
- To provide initial and ongoing advice to prospective learners.
- To undertake the necessary preparation, marking and reviewing activities relating to the learning programmes.
- To undertake initial, diagnostic, and ongoing assessment and review and record learner progress.
- To monitor, evaluate and review programmes with learners and contribute to evaluation processes.
- To maintain appropriate course file information and learner records.
- To contribute to successful quality assurance by maintaining and forwarding timely accurate records within agreed timescales according to county processes.
- To carry out risk assessments associated with the delivery of learning programmes.
- To keep up to date with developments in the curriculum area, attend and participate in subject based curriculum groups and undertake personal and professional development and training.

## **ADDITIONAL DUTIES & RESPONSIBILITIES**

- Maintain working practices that reflect the overall ethos and vision of KAP, including following our policies, procedures, and Code of Conduct.
- Respect and support the whole KAP staff team, contractors, and volunteers.

- Take responsibility for your own workload and your own personal development.
- Actively participate in supervision sessions (1-2-1s, team meetings and annual reviews).
- Attend and actively participate in team meetings social activities, as well as all personal development meetings, including supervisions and mentor sessions.
- In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of King's Arms Project as agreed by the ESOL Team Manager.

## PERSONAL QUALITIES

The Bank ESOL Tutor role is especially suited for someone who fits the following description:

Experience and knowledge of:	Essential:	Desirable:
The issues facing refugees		✓
Design and delivery of learning programmes	✓	
Experience and passion for working with people from other cultures, being culturally sensitive.	✓	
Working with people who have been displaced or experienced trauma.		✓
<b>Qualifications:</b>		
CELTA qualification		✓
TEFL/TESOL qualified or will to work towards	✓	
First Aid Certificate		✓
<b>Skills:</b>		
Ability to work to a high standard with an attention to detail.	✓	
Ability to maintain professional boundaries and confidentiality and build relationships with people from a variety of backgrounds based on a desire to serve others	✓	

Self-motivated, able to work alone as well as in a team.	✓	
Excellent IT, verbal and written communication skills with clients, colleagues and professional agencies	✓	
Good time management skills, including the ability to prioritise and plan work to meet deadlines	✓	
Be able to demonstrate initiative and creativity in finding solutions-orientated thinking to complex issues	✓	
Flexible approach to working with high levels of adaptability.	✓	
<b>General:</b>		
A genuine desire to support refugees	✓	
Hold a clean driving licence with insurance for business use	✓	
Maintain and observe conditions of health and safety	✓	
Willingness to develop within the job and undergo relevant training	✓	
Be committed to Equality and Diversity, willing to learn and take on responsibility	✓	
Be positive, patient, and adaptable under pressure	✓	

## PERSONAL DEVELOPMENT

As part of King's Arms Project, it is our desire to invest in you personally. We do so through mentoring, supervisions, and on-going training.

### Supervision

One-to-one staff supervisions are completed every 4-6 weeks to give opportunity to talk through successes, challenges, development / training needs, and other work-related issues as they arise. In the case of the bank worker the frequency of these supervisions will depend on the period and nature of work offered.

### Training



# King's Arms Project

Regular on-going training is provided within work hours in the following contexts: Project-wide team training, team meetings, suggested reading and opportunities for regular professional training.