



Mary Ward Centre, 42 Queen Square, London WC1N 3AQ  
Tel: 020 7269 6000

## **TUTOR VACANCY:**

### **ESOL Tutor**

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#### **General Information**

The Mary Ward Centre offers high quality adult education and community services, covering the areas of Arts, Crafts, Skills for Life–ESOL and Adult Literacy, Computing & IT, Business, Music, Languages, Health, Personal and Professional Development, Humanities and Communication Studies. In 2004 it was awarded Beacon College status by the DfES, and was the first adult education college in the country to have this distinction. The Centre is housed in two interconnecting listed Georgian houses overlooking Queen Square. The atmosphere of the Centre is relaxed, friendly and purposeful. Students come from all walks of life, and their education, work and life experience varies enormously. Some students do not have English as their first language.

#### **Information about the vacancy**

The Centre requires a sessional ESOL tutor to start on 8<sup>th</sup> March. The current vacancy is for an evening teacher to work on Monday and Tuesday evenings from 7.15–9.45 at Entry 3. All the ESOL courses follow the national adult curriculum for Skills for Life and are taught in a citizenship context.

Successful candidates will have a Skills for Life (ESOL) qualification, preferably at level 4. A CELTA or equivalent plus substantial experience of teaching ESOL in a publicly-funded education or training context in the UK would also be acceptable. In this case the successful candidate would need

to gain a Skills for Life (ESOL) qualification within the first two years of taking up the appointment.

**Please note that the successful candidate will require a Criminal Records Bureau check.**

**There is a 6 month's probationary period for all new teachers at the Mary Ward Centre.**

## **Job Description**

The tutor will be responsible for:

1. Preparing a suitable course to meet the needs of the students in the class within the framework of Centre and National policy and practice.
2. Teaching the course.
3. Organising and developing ways of working which are responsive to the particular requirements of speakers of other languages on ESOL courses.
4. Preparing students for the accreditation which is available on the courses.
5. Preparing and presenting teaching materials and employing classroom methodology which is appropriate to the needs of adult bilingual students.
6. Monitoring and evaluating students' progress and encouraging self evaluation and maintaining records of these for each class.
7. Evaluating his/her own work in order to provide a basis for future development.
8. Attendance at occasional staff meetings and a commitment to inservice training.
9. Ensuring that the administrative tasks (eg. registers, enrolment forms, course folders) are completed in accordance with the Centre's requirements.
10. Offering advice and support to students wishing to progress within the Centre or beyond.

## **Person Specification**

The successful applicant will be able to demonstrate the following:

1. Relevant training in and experience of teaching Skills for Life (ESOL) to adults in Community, Adult or Further Education. An appropriate qualification in teaching Skills for Life to adults, or the willingness to acquire this within the specified timeframe.
2. Experience of preparing students for ESOL accreditation.
3. The ability to evaluate students' progress and maintain clear records.
4. The ability to prepare and adapt teaching materials which are appropriate to the course and relevant to the students.
5. The ability to evaluate his/her own performance.

6. Experience of offering advice to students with regard to their progression within ESOL or other curriculum areas as appropriate.
7. The ability to work as part of a team
8. A commitment to the Centre's Equal Opportunities policy stated below—particularly as it may affect bilingual students, including refugees and asylum seekers.

**The Mary Ward Centre is committed to providing an adult education service which offers equality of opportunity. We believe that people have a right to an adult education service which promotes social justice and is free from unfair discrimination on any grounds. We are committed to opposing these forms of discrimination both in the delivery of our adult education service and in our recruitment and employment practices.'**

### **Pay**

The current standard rate of hourly pay for all appropriately qualified Mary Ward tutors is **£27.99 per hour**

### **How To Apply**

Application forms may be completed on the Mary Ward Centre website [www.marywardcentre.ac.uk](http://www.marywardcentre.ac.uk) or are available from the Mary Ward Centre by ringing Michael on 02072696033. Please send in your completed application form, including the supporting statement saying how you meet the Person Specification by 5pm on Monday 1<sup>st</sup> March.

If you wish to discuss the vacancy informally please contact Helen Cottington, Head of English and Other Languages, 020 7269 6031.