

## Job Specification – Tutor (ESOL) v1.1 July22

### Purpose:

Learn Plus Us is a well-established and highly regarded training provider, based in North London and providing apprenticeship, advanced learner loans and ESOL services across London, East of England, Southeast and the Midlands.

The primary focus of this role is taking your caseload of learners through their learning journey, following a curriculum plan, and adapting teaching and sequencing to meet the individual needs of learners, starting with the initial assessment and gap analysis to identify the right course level for each person and to inform your approach and teaching style.

Delivery models may vary; however, our core curriculum is based on face-to-face initial assessment, virtual classroom teaching and one-to-one support sessions.

You will be required to keep all records up to date, including attendance and progress notes, support learners in improving their language skills by providing them with constructive feedback and feedforward and give support in other areas such as job search, CV writing, application forms, interview preparation, starting a new job, etc.

IAG and CIAG will be delivered throughout the programme, ensuring that learners have clarity about progression opportunities and career paths.

As a member of the ESOL and Functional skills team, you will work with others on curriculum and resource development and provide specialist support to the wider LPU delivery team.

Client relationship building is a key success factor, therefore, you will engage with the client to provide updates and progress reports, accept new referrals, communicate any concerns, and ensure that there is a joined approach between your work with learners and the clients.

Our expectation is that learner and employer satisfaction rates are high, and all surveys consistently demonstrate that they would recommend LPU.

You will be innovative and dynamic in your approach, stretching, challenging and supporting learners to be the best they can be as confidence building is a key success factor in the delivery of ESOL.

You will truly motivate the learners to achieve their full potential and pass the final tests with the best possible scores.

You will be measured on progress through the learning journey, timely achievements, retention rates and ongoing referrals from the client.

The role holder will have accountability for:

- Supporting the learners to reach the next level in English and meet their personal goals by delivering outstanding focused teaching.
- Ensuring that all teaching and learning based activities meet the needs of the learner and the course objectives agreed with the client.
- Delivering innovative, engaging and motivating training utilising all relevant resources.
- Providing individualised one-to-one skills development sessions.
- Building learners' confidence in the use of English language in all key skills: listening, reading, writing and speaking.
- Giving learners developmental feedback that helps them to improve in relevant areas.
- Ensuring that the client receives appropriate feedback about progress.
- Collaborating with colleagues to collectively ensure that Learn Plus Us' training is relevant and of a consistently high standard.
- Promoting the values, aims and ethos of Learn Plus Us, as well as equal opportunities, data protection, and health & safety legislative requirements.

## Skills, Experience and Qualifications

### Essential

- Suitably qualified with a recognised subject specialist teaching qualification, e.g. PGCE, **CELTA**, DTTLs.
- Experience of delivering Maths and English Functional Skills up to level 2.
- Proven ability to develop strong professional relationships with clients and learners and motivate all parties to achieve the best outcome.
- Proven understanding of teaching and learning delivery methods, including via Zoom or similar.
- Excellent administration, IT, and organisational skills with good experience of using MS office software.
- Comfortable working in a fast-paced environment, where there is a need to be both creative, pragmatic and to sometimes “wear different hats”.
- Enthusiasm to get the job done well and progress.
- A team player with a positive mindset – ‘can do’ attitude.
- English and Maths GCSE grade C or equivalent, or higher.
- Lifelong learner.

### Desirable

- An Assessor qualification.
- An IQA qualification and experience of being an IQA.
- Experience of delivering Apprenticeships.
- An External Quality Assurer qualification and experience of being an EQA.

Learn Plus Us is a trading name of Simply One Stop Ltd

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