

## ESOL Tutor Sussex

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Company: Twin Group

Location: East Sussex

Category: other-general

Twin Group is an award-winning provider of education, travel, work experience, accommodation, and employment services. We offer a diverse number of life-enhancing services to our clients and every member of our team is essential in achieving this. As an ESOL Tutor, the role involves delivering ESOL courses and associated coaching, support, tutorials, monitoring, evaluation, and program compliance activities. The role will lead on the delivery of training to learners across the assigned geographical region. The role will include supporting with engaging new learners and completing administration in relation to the learners on programme. Responsibilities Delivering the programme promptly, supporting learners through their learning journey with Twin. Implementing strategies to achieve targets related to participants' learning outcomes. Creating and following programme layout and complying with specifications and guidelines. Preparing lessons and preparing/adapting materials as required Keeping track of and maintaining records of participants' attendance, participation, and progress Monitoring, evaluating, and reporting participants' progress in key learning areas. · Complete course-related administrative tasks to specified standards Ensure safeguarding and guidelines are applied and upheld. Ensure the course is inclusive and focuses on the ESOL learner's needs. Integrating and delivering training with a focus on literacy and digital skills Coaching, tutoring and offering learning support to learners. Collecting a baseline needs assessment for learners. Managing the induction process Conducting classroom and training observations, interviews and focus groups with learners and project stakeholders. Organising any external assistance or support as necessary Support with sourcing new learners to attend

ESOL programmes. Work to fully understand each course, its target learners (eligibility), aims, targets, deliverables, geography, and payment systems. Ensure full and accurate record keeping of all client and referral sources. Any other reasonable/appropriate duties.

Education /Qualification DELTA, or other Level 7 English Language teaching qualification (with observed teaching practice – minimum 7.5 hours) – essential At least two years of English Language teaching experience Skills and Experience Essential DELTA, or other Level 7 English Language teaching qualification (with observed teaching practice – minimum 7.5 hours) – essential At least two years of English Language teaching experience

Desirable, but not essential: Experience of working within a business context – desirable Experience in teaching ESOL – desirable Experience in delivering teacher training and webinars - desirable Experience in using British Council teacher development materials – desirable Additional Information Salary: £27,000 - £28,000 per annum depending on experience Location: Chichester with the willingness to travel Contract: Permanent - Full Time Hours: Monday to Friday 09:00 – 17:30 Benefits: up to 25 days annual leave + bank holidays + Birthday Day off, per year; Long service award, an extra days annual leave per year completed, up to 5 additional days; 5 days paid sick leave per year; Employee referral scheme, up to £500 per successful referral; Sabbatical Leave the right to request up to 1 months unpaid sabbatical leave; Season ticket loan of up to £1000 per year; Pension contributions; Career development opportunities; 2 volunteering days per year; ability to purchase an additional 3 days annual leave per year; Death in service benefit, including an Employee Assistance Programme. Please Note: The successful candidate must be able to work in the UK. Twin is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be required to undertake a standard or an enhanced disclosure via the DBS, depending on the role itself. All gaps in CVs must be explained satisfactorily. Proof of identity and qualifications will be required. Successful candidates will be required to complete a one-hour on-line safeguarding training prior to commencing employment. We are dedicated to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. Disability Confident Employer Disabled applicants should indicate in the Equality of Opportunity section of the application form if they wish their application to be given consideration under the Disability Confident scheme. If you are invited to interview, please

advise the recruitment administrator what adjustment you would require at the interview in as much detail as possible to enable arrangements to be put into place. We ask all applicants if they want to be considered under this scheme. By opting in to this scheme, you are disclosing that you have a disability solely for the purpose of the interview guarantee and we will not assume nor infer that you wish to disclose or record your disability in any other way – including any reasonable adjustments you may need if you are employed. Access to Work Scheme You can apply for Access to Work if you need support to get back to work. You can apply using the online service or apply by phoning Jobcentre Plus on: Telephone: 0800 121 7479 Textphone: 0800 121 7579 Powered by JazzHR

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