**Sessional ESOL Lecturer**

**Sessional, Fixed Term until 31/07/26**

**Up to £32.21 per hour - depending on skills and experience**

At Nescot, we are recruiting for an inspirational and enthusiastic Sessional English ESOL Lecturer to join our Maths, English, & ESOL department.

Hours: Various hours available across Monday to Friday, 9:00am-19:30pm **Up to 16 Hours** Per Week

In this rewarding post you will be delivering teaching on our ESOL provision to adults from pre-entry level up to Level 2. Working closely with the Head of Department and the rest of the team, you will have the chance to share your knowledge and skills with students to help them achieve at the highest level as well as driving continuous improvement within the College. You will have a strong focus on delivering innovative and student led learning

You will be responsible for acting as a personal tutor, promoting and tracking attendance, participating in team meetings and contributing to the planning, development and review activities within your subject area. You will also support with preparing for EQA visits and promote enrolment in line with targets for the ESOL provision.

**The successful candidate must have**:

• A teaching qualification (ideally at Level 5 or above)

• An ESOL qualification (preferably at Degree Level)

• Previous experience teaching ESOL in FE sector

• Knowledge of safeguarding & working with vulnerable learners

If this sounds like you and you will enjoy working in a forward thinking, friendly, fast paced, changing environment with state-of-the-art facilities, we would love to hear from you.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery, Starbucks, modern hair and beauty salon
* 5-minute walk from Ewell East Station
* Free parking on-site
* Free online qualifications

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff.*

At Nescot, we’re proud of our inclusive culture and we welcome all applications. *Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Closing date is 10th April 2025**



**Job Description**

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| **Position Details:** |
| **Title:** | Sessional ESOL Lecturer |
| **Department:** | English |
| **Fraction:** | Sessional |
| **Status:** | Fixed Term |
| **Grade:** | NLEC sessional |
| **Child/Vulnerable Adult Contact:** | Yes  |
| **Reporting / Department Details:** |
| **Responsible to:** | Head of Curriculum and ESOL & Community Learning Lead |
| **Job Purpose:** |
| The successful candidates will deliver high-quality teaching, learning and assessment services, providing instruction in the language needed to find work and access the local community.  |

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| **Main Duties and Tasks:** |
| * To work as part of a team planning and delivering ESOL/English/Maths lessons for up to 16 hours per week to improve employment outcomes and access to the community.
* To work with Admissions and Central Information Services to ensure timely and accurate enrolment of applicants.
* To manage the logistics of teaching on and off site in an independent manner and adhere to college protocols and standards, including covering in case of sickness.
* To prepare learning materials and practical activities for students to undertake.
* To report back to administrators on attendance and withdrawals.
* To keep appropriate records of student performance and advise stakeholders of progress.
* To work with the Exams department to ensure accurate and timely registrations, as applicable.
* To work with Advice and Guidance in guiding and supporting student progression.
* To participate in course team meetings, course review activities, and other meeting as appropriate.
* To observe College/Departmental policies, in particular Health and Safety and Safeguarding for self and the learners.
* To adhere to the College’s quality assurance procedures.
* To carry out any other duties that may arise from time to time and which may reasonably be expected to fall within the grading of the post.

Tutorial Support: * Provide 1:1 and group tutorial support, adapting prescribed content to meet the needs of the students
* Set personalised targets for students and conduct and record regular reviews of their progress
* Facilitate discussions on personal development, study skills, employability, citizenship, and health
* Mentor and coach students in relation to building self-esteem, resilience, and emotional regulation strategies
* Coach students on managing anxiety, behaviour challenges, and developing social skills
* Explore practical independent living skills, life skills, and personal safety as appropriate
* Collaborate with internal pastoral teams and external agencies to provide specialised support
* Maintain accurate records of student progress, attendance, targets, and causes for concern.
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* To work within the security guidelines and any relevant codes of practice and rules laid down by the College.
* To comply with the College’s Code of Conduct for employees and any regulations which the College may from time-to-time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s).
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College.
* The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.
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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.Copies of Nescot’s Health & Safety Policy are available in every Department and/or from sharepoint. |
| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: HoD Date: march 2025UPDATED BY: HR Date: march 25 |

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| **Person Specification – ESOL Teachers** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | ESOL/English/Maths Training/Teaching/Tutoring experiencePrevious experience of assessment in an education, training or work-based setting | A / IA/I |  | A / IA/I |
| **Skills and Abilities** | Skills and ability to deliver the course content to studentsSkills and ability to prepare the learning resources required.Good organisational and administrative skills in order to track students’ progressGood communication skillsAbility to work independently and as part of a teamCapacity to work under pressure and determine priorities on own initiative | A/IIIIII |  |  |

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| **Qualifications** | GCSEs and/or level 2 Functional qualifications in the relevant areasAppropriate Teaching qualification at level 5 or above Willingness to complete the A1 units assessor award if candidate does not possess | A / IA / IA / I | A Unit Assessor Award (or equivalent) | A/I |
| **Personal Qualities** | Commitment to continuing professional developmentA demonstrable commitment to Equality & Diversity and Nescot ValuesCommitment to safeguarding, PREVENT & promoting the welfare of studentsThe required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | IIIMI |  |  |

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| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |