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**Job Description**

**Job Title: ESOL Teacher/Coordinator**

**Job Purpose:** To coordinate, in collaboration with others on the Action Language team, the set up and running of low level ESOL classes in Newcastle as part of the ESOL for integration project. This role will involve varying amounts of teaching and co-ordination of volunteers and learners, both face -to-face and remotely.

**Time Commitment:** 28 Hours per week

**Salary Scale:** £23,836 – 26,317 per annum pro rata, plus 6% pension contribution

**Contract:** 1 Year subject to passing a 3-month probation

**Organisational Context:**  
Action Foundation is an award-winning charity that provides opportunities for marginalised people to overcome their isolation and exclusion by providing free accommodation for refused asylum seekers (Action Housing, Action Hosting and Action Access projects), short-term supported accommodation for those with refugee status (Action Letting), community ESOL classes delivered by volunteers (Action Language) and two multi-agency drop-ins facilitating social connections (InterAction).

**Duties & Responsibilities**

**Teaching:**

* Plan appropriate topic- and language-based course for beginner ESOL learners, with a focus on functional language and local integration.
* Prepare and deliver classes for Pre-entry and entry 1 level groups. This will be a mix of online learning and face-to-face sessions in a minimum of two community venues Newcastle.
* Support learners to access online learning.
* Direct and supervise volunteer assistants in these classes, and support them to develop their skills and abilities.
* Carry out initial and ongoing assessment of learner levels, and regular learner feedback processes, in accordance with project requirements.
* Maintain attendance and learning records for registered learners.

**Coordination:**

* Manage learner records and feedback for project reporting.
* Work with community organisations to establish and maintain referral routes for learners into low level classes.
* Maintain good working relationships with community organisations hosting classes.
* Recruit and organise volunteer assistants, both via Action Language and host community organisations.
* Work with partner organisations to establish connections and referral routes to additional learning and support opportunities for learners.
* Liaise with Action Language team and other ESOL providers to maintain knowledge of referral procedures and progression pathways for learners.

**General:**

* Treat all information about learners and volunteers as confidential.
* Treat learners and volunteers equally and be sensitive to cultural and religious differences.
* To liaise between teachers, volunteers, learners and staff.
* Attend training sessions organised by Action Foundation as and when appropriate.
* Be able to represent the organisational ethos to supporters and stakeholders as required through day to day work.

**Personal Specification/Key Competencies**

**Experience & Qualifications:**

* DELTA/PGCE in ESOL, or equivalent qualifications. (Desirable)

or

* CELTA with 4+ years’ teaching experience, or equivalent qualifications. (Essential)
* Experience of teaching a variety of ESOL levels and classes, including   
  pre-entry/pre-literate learners. (Essential)
* Experience of co-ordinating volunteers and/or teachers. (Desirable)
* An awareness of the issues facing migrants in the UK. (Eesirable)
* Experience of working with vulnerable people in a similar capacity. (Desirable)

**Skills, Knowledge & Abilities:**

* Teaching and presentation skills. (Essential)
* Problem solving and use of initiative. (Essential)
* Collaboration with others, both as an internal team and with external   
  partners and stakeholders. (Essential)
* Administration and data management (Microsoft Office 365). (Essential)
* Good organisational and planning skills. (Essential)
* Good oral/written communication and cultural awareness. (Essential)
* Excellent Interpersonal skills. (Essential)
* An understanding of the need for confidentiality. (Essential)
* An understanding of the need to maintain safe working boundaries. (Essential)

**Other:**

* Supportive of the ethos and values of the organisation. (Essential)
* A desire to support people seeking asylum, refugees, and other migrants. (Essential)
* A full driving licence and access to own transport. (Essential)

**Note:**

* This job description is not exhaustive, and amendments and additions may be required in line with future organisational changes.
* This post would require a DBS check and the taking up of two references.
* Action Foundation is an Equal Opportunity employer and we welcome applications from all sectors of the community.