

<b>Post Title:</b>	Lecturer in ESOL	<b>Post Number:</b>	LC1022P
<b>Daily Supervision:</b>	Curriculum Lead – ESOL and Supported Education	<b>Grade:</b>	Lecturer Scale 1 - 4
<b>Department:</b>	ESOL – Supported Education	<b>Last Updated:</b>	February 2026

### Our Purpose: Be Ready...

*Realise Aspirations, Shape Futures, Serve our communities*

### Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

### Job Purpose

To provide the highest quality educational experience in ESOL, teaching English to speakers of other languages at all levels. Teaching will be predominately delivered to adults within the FE Sector.

## Principal Duties and Responsibilities:

1. To undertake the full range of duties of a ESOL tutor including:
  - Initial assessment
  - Diagnostic assessment
  - Induction
  - Preparation and review of individual learning plans
  - Teaching of ESOL across the attainment range
2. To support student learning through tuition, assessment and guidance.
3. To complete and maintain student records and other records connected to learning and progression
4. To teach on specific courses as required by the Head of Learning & Skills.
5. To carry out the role of personal tutor as required.
6. To contribute to the development of new programmes.
7. To assist with the operation and commercial development of the School.
8. To contribute to the process of programme marketing and the recruitment and selection of students.
9. To liaise and provide advice and guidance for curriculum teams as appropriate
10. To liaise with schools, parents and/or employers as appropriate.
11. To carry out internal verification as required.
12. To liaise with awarding bodies and external verifiers as required.
13. To participate in any cross-college working / strategy groups as may from time to time be established.
14. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To maintain quality standards appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
19. To be an inspiring teacher, enthusiastic with the ability to motivate students and a willingness and ability to tackle poor student performance.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## Person Specification

Knowledge	PSM
1. Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a Level 4 professional teaching qualification within two years of commencing employment	A/I
2. Degree or professional vocational equivalent.	A/I
3. GCSE (or equivalent) Maths/English	A/I
4. ESOL/EFL Teaching Qualification	A/I

Skills/Abilities – Interpersonal	PSM
5. The ability to work in a non-discriminatory manner	A/I
6. The ability to respond to individual learning needs	A/I
7. The ability to teach and manage learning on ESOL and Supported Education subject areas	A/I
8. The ability to instruct on the practical application of ESOL and Supported Education subject areas	A/I
9. Excellent presentation skills with an ability to deliver high quality teaching in ESOL and Supported Education Subject area	A/I
10. The ability to communicate effectively both orally and in writing to a wide range of people	A/I
11. The ability to work as a member of a team	A/I

Experience	PSM
12. Experience of teaching to 16-18year olds and to adults	A/I
13. Teaching experience in the subject area.	A/I
14. Experience as a course / personal tutor	A/I

Work Related Circumstances	PSM
15. The ability and willingness to undertake relevant staff development	A/I
16. Willingness to work at times outside college calendar / day	A/I

Skills/Abilities - Other	PSM
17. Good organisational skills	A/I
18. Appropriate level of IT skills to undertake relevant duties i.e. Word, Excel, Access, Powerpoint and interactive whiteboard use or the willingness and ability to undertake relevant training.	A/I
19. Ability and willingness to travel across different sites	A/I
20. Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By:	Debbie Shuck – Curriculum Lead (ESOL and Supported Education)
Date:	April 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

# VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;  
SHAPE FUTURES;  
SERVE OUR COMMUNITIES.**

## OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

### COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

### ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

### RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

### EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

## OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

