**Job Title: ESOL Advice Service Adviser**

**Role Purpose:**

The purpose of the role is to deliver ESOL advice (initial assessment) sessions within a variety of settings including community venues. ESOL advice entails carrying out ESOL initial assessments, using criteria in the National ESOL Core Curriculum, and placing learners into suitable provision. The role will also include marketing and engagement activities as well as wider advice and guidance as appropriate.

The service has the following functions, which the post-holder will be expected to lead or contribute to, as deemed appropriate by the EAS manager:

* Offers regular registration and advice (initial assessment) sessions to people who would like to improve their English
* Offers a bespoke service to organisations and businesses which work with groups of people who would like to improve their English Language (ESOL)
* Work with ESOL providers in the LA to help to place these learners into existing classes, where suitable provision exists
* Collect and analyse data on learners who are unable or unwilling to access existing ESOL provision
* Share this data regularly and in a timely manner with key stakeholders, including providers, to facilitate the commissioning of additional provision, either using existing funding with providers
* Directly commission ESOL provision using programme funding where there is unmet need is identified
* Collect, analyse and disseminate data on the profile of ESOL learners generally in an annual report
* Facilitate partnership working between providers and key stakeholders to reduce duplication, improve the progression pathways for ESOL learners, increase knowledge of funding available for ESOL, and similar activities which increase the options and quality of provision for ESOL new and existing ESOL learners.

**Example outcomes or objectives that this role will deliver:**

* To be accountable to the EAS Manager for achieving agreed outcomes
* Responsible for initial assessment and placement of learners for the ESOL Advice Service
* Carry out day time and evening ESOL Advice sessions across the borough ensuring appropriate targeting, assessment and placing of learners to meet the project outcomes
* Initially assess ESOL learners against Adult ESOL Core Curriculum Standards, using given tools, including bespoke software
* Where appropriate, sign-post non-ESOL learners to relevant agencies/ departments, including ICT, Literacy, IAG, employment support, etc.
* Build relationships with community organisations and businesses across the borough in order to set up bespoke advice sessions and to expand the numbers of learners and minority communities accessing ESOL provision, and the number of centres hosting onsite ESOL advice sessions.
* Liaise with ESOL providers in the borough to improve options available to learners and ensure smooth referral to suitable courses.
* Be responsible for reporting safeguarding issues which may arise at initial assessment to the relevant contact person
* Attend relevant training as required by the post
* Take part in the quality assurance activities related to initial assessment and data collections, including tools and materials
* Develop initial assessment materials in collaboration with the EAS coordinator
* Contribute to publicity and marketing strategy for the service
* Enter and maintain student records
* Teach and contribute to the development of schemes of work which prepare learners for formal learning, where needed
* Carry out teaching related duties as appropriate, to ensure high quality teaching and learning, including lesson planning and appropriate differentiation.
* Support learners on a 1:1 basis, inside and outside of the classroom setting, to access learning and progress from informal to formal provision.
* Contribute to the development of and support partnerships which enhance the learner experience and alleviate barriers to learning and progression, including with volunteer organisations.
* Supervise and support volunteers
* Cover ESOL and ESOL embedded classes
* Carry out marketing activities which publicise the service and increase the number of learners registering for ESOL classes
* Take part in marketing activities as advised by the marketing coordinator, including but not only mailings and door-to-door engagement.
* Represent the service at key events and meetings
* Take part in quality assurance activities and self assessment of the service
* Data entry and validation activities
* Administrative duties related to the post
* Track learners and produce of case studies
* Keep logs, records and contribute to reports
* To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager

**People Management Responsibilities:**

*(Number of reports, nature of management responsibility)*

No management of people

**Relationships;**

*(Nature of relationships and partnerships e.g. internal, external, and level)*

* The public contact element this role involves regularly coming into contact with people, some of whom may be considered vulnerable.
* The post holder will be required to liaise with various teams and services across the council and with external agencies on regular basis.

**Work Environment:**

*(Describe the work environment e.g. office based, outdoors etc.)*

* Mainly office based including in outreach locations. Will be required to carry out marketing activities including face to face and door to door flyer distribution; publicising the Service at local events and community organisations.
* The role may involve working unsocial hours, including evenings, weekends and on-call arrangements

**Technical Knowledge and Experience:**

**(***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

**Essential:**

Cambridge CELTA or Trinity Certificate in TESOL **and**

Post-graduate Certificate in Education (PGCE) with ESOL subject specialism **or**

Post-graduate Diploma in Education (PGDE) with ESOL subject specialism **or**

Diploma in Education and Training (DET, previously DTLLS

Experience of teaching ESOL in the UK

Experience of working with ESOL learners with no literacy

Experience of teaching learners from E1- L2

**Desirable:**

* Bachelor’s Degree
* Cambridge DELTA or Trinity Diploma in TESOL
* IELTS experience
* Information Advice and Guidance qualification
* Experience of MS Access Database

This post is exempt from the Rehabilitation of Offenders Act and will require an Enhanced DBS.