



JOB DESCRIPTION

ESOL TUTOR

MAIN PURPOSE OF THE POST:	
As a tutor you will deliver group sessions to adults with the aim of developing their English language skills.	
DUTIES TO:	
<ul style="list-style-type: none"> ➤ To follow pre-planned lesson plans and deliver non-accredited English language classes to non-native English speaking adults ➤ To prepare additional learning materials as required and differentiate learning activities according to learners' needs ➤ Use a range of teaching methods that are appropriate to the learning styles of individual students ➤ To accurately record learner progress and provide individualised feedback to learners and their employer. ➤ Uphold existing and new relationships in a professional manner ➤ Operate a 'can do' policy within the team to resolve day to day issues which arise. ➤ Practice and promote the importance of equal opportunities and diversity considerations, both for learners, and within the workplace. ➤ Create new schemes of learning/lesson plans and develop learning resources ➤ Liaise closely with ESOL Coordinator and Contract Manager 	
GENERAL:	
<ul style="list-style-type: none"> ➤ Attend internal and external meetings and other key functions as required ➤ Any other duties which are commensurate with the post ➤ To perform in a professional and appropriate manner at all times as a representative of Learning Partnerships. 	

Created by:	C Banks	Date: 22/11/2017
Reviewed by:	A Kulas/L Metcalf	Date: 14/05/2020
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