



## ESOL Teacher

### Job Description

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|-----------------|---|
| Job Title:      | <b>ESOL Teacher</b>   |
| Position:       | <b>Fixed term contract</b>  |
| Salary:         | <b>£30,000 - £35,000 pro rata</b>   |
| Hours:          | <b>Part or Full Time</b>  |
| Holidays:       | <b>25 days per year + Bank Holidays (pro rata)</b>                          |
| Responsible to: | <b>Education and Youth Work Manager</b>                                     |
| Location:       | <b>Katherine Low Settlement, 108 Battersea High Street, London SW11 3HP</b> |

### About Katherine Low Settlement

Katherine Low Settlement (KLS) is a charity that has been serving Battersea and the wider Wandsworth community since 1924. We are dedicated to building stronger communities and enable people to challenge and find ways out of poverty and isolation.

We run a range of our own community projects to support older people, refugee communities and children, young people and families. In addition to these direct services, we also use our premises to act as a local hub for other charities and community groups so that as partners, we can meet the diverse needs of the communities of Wandsworth. Each week we work with 45+ charities and community groups supporting more than 1,100 people. Visit [www.klsettlement.org.uk](http://www.klsettlement.org.uk)

### ESOL at Katherine Low Settlement

At Katherine Low Settlement, we have a long-standing tradition of offering a welcoming sanctuary and robust support for people from refugee backgrounds in Wandsworth. Our members (service users) include adults struggling with English, unaccompanied young asylum seekers, and settled second-generation refugee families needing educational support or advice.

Over the past 25 years, we have successfully run the Love to Learn project, providing educational support and advice to around 450 people annually. Alongside this, we have offered a dedicated programme of English for Speakers of Other Languages (ESOL), serving 100 adult learners each year. To better address the evolving needs of our members and enhance the synergy between our work, we are uniting them under the umbrella of the KLS Family Refugee Programme.

KLS has a proven track record of delivering ESOL community courses since 1999. In the last academic year (2023/24), we welcomed over 100 adult learners who attended 12 classes each week, with a free crèche available for those with children. Our students come from Battersea and across Wandsworth and join our parent workshops while their children often participate in our homework and holiday clubs. These learners, primarily women (96%), live on low incomes and face challenges with English and community integration. They range in age from 21 to 71, with an average age of 39, and represent 31 different nationalities, most from refugee communities.

Each week, we offer a variety of ESOL and Maths classes, delivered by qualified teachers and volunteer teaching assistants across three 12-week terms. Our sessions cater to entry-level and level-1 learners, offering both accredited and non-accredited opportunities. Additionally, we provide enrichment activities to support

our members' wider needs and interests, such as Women's Art Therapy Writing workshops with 1:1 tuition, Sewing, Art for beginners, Dance for fitness, Cycling for beginners, and Walking groups.

We are excited to be recruiting experienced ESOL teachers for the new academic year. Join us in making a meaningful impact on the lives of our members.

### **Key Objectives**

- Teach and support students from newly arrived communities to progress their English across speaking, listening, reading and writing (mixed ability - pre-entry, entry level 1 and 2).

### **Role & Responsibilities**

#### **1. Marketing / Recruitment**

- Support KLS marketing activities to recruit students to ESOL classes
- Undertake initial assessment of student's language and learning abilities
- Manage enrolment of students

#### **2. Planning**

- Plan and prepare content and structure of ESOL lessons, in consultation with adult students
- Prepare classroom and coursework materials, homework assignments, and handouts
- Devise, write and produce new materials, including audio and visual resources, as appropriate

#### **3. Delivery, monitoring and evaluation**

- Deliver ESOL lessons to classes
- Monitor and evaluate students' class work and assignments.
- Mark and provide appropriate feedback on oral and written work
- Prepare and set tests, examination papers, and exercises as appropriate
- Classroom management
- Prepare information for inspection visits and other quality assurance exercises
- Ensure accurate records for funders and stakeholders

#### **4. Administration**

- Ensure student records are kept up to date on Salesforce
- Keep registers and manage attendance records

#### **5. Environment & Support**

- Create a vibrant teaching atmosphere
- Support students in accessing networks and information that will help them achieve their goals

#### **6. Other Duties**

- Access appropriate continued professional development (CPD training) to improve your practice
- Undertake any other appropriate tasks, as agreed with your line manager

## Person Specification

The following skills and experience are required for this post:

| Skills and Experience  | Essential / Desirable |
|--|-----------------------|
| Track record of teaching ESOL classes with adults  | E                     |
| A recognised teaching qualification such as a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or a PGCE / Certificate in Education + a subject-specific qualification in teaching ESOL e.g. a Diploma for Teaching English (ESOL) in the Lifelong Learning Sector. | E                     |
| Excellent communicating skills (oral and written) with students and staff  | E                     |
| Strong planning and organisational skills  | E                     |
| Able to work with and support students from different socio-economic and cultural backgrounds, as well as different learning needs and English skill levels  | E                     |
| Ability to motivate, support and encourage students  | E                     |
| Ability to work as part of small team, whilst also working independently, to ensure KLS is the best it can be  | E                     |
| Personal attributes to include being:<br>Hard working; Organised; Takes initiative; Reliable; Patient; High professional standards   | E                     |
| Committed to KLS's mission, vision and values  | E                     |
| Experience of using a database to keep records   | D                     |
| Knowledge of Battersea / Wandsworth  | D                     |

## Further Information

For further information about the post please contact Paula Robertson on the details below.

- Katherine Low Settlement is committed to equal opportunities.
- All offers to work at Katherine Low Settlement are subject to two satisfactory references, which is standard KLS policy applicable to all roles. KLS also ask for an enhanced DBS check.
- You will adhere to matters of confidentiality concerning this role and the KLS team.
- An induction is given for all new staff, which includes sharing policies and procedures relevant to this post.
- There is a 6-month probation period for this role.

## Application Process

To apply please send a CV and letter (no more than 2 sides of A4 each) to Filsan Osman

[Filsan@klssettlement.org.uk](mailto:Filsan@klssettlement.org.uk) by midnight on Sunday 18<sup>th</sup> August. We will be reviewing applicants on a rolling basis.