



## **ACE CARDIFF ESOL LEAD TUTOR**

### **About ACE Cardiff**

ACE Cardiff is a charity based in Butetown, Cardiff. We work with children and adults to improve their quality of life through an appreciation of learning. We aim to make learning enjoyable, engaging and exciting. We give adults the opportunity to improve their English so as to help them realise their potential. We work particularly with those, such as mothers with young children, who would otherwise be unable to access English classes.

### **Job description: ESOL Lead Tutor**

As ESOL lead tutor, you will:

- have overall responsibility for the successful development and delivery of English language teaching to people with English as a second or other language (ESOL), primarily in the Butetown and Grangetown areas of Cardiff
- deliver engaging and relevant English language sessions, both face to face and online
- develop the curriculum and schemes of work to structure English language sessions to meet learners' needs
- work with other organisations to plan provision to respond to demand and develop opportunities for further partnership working
- represent ACE Cardiff in meetings with other ESOL providers and keep others informed about the charity's work
- work with the ACE Cardiff team to make the most of chances to 'join up' work across the charity's areas of activity
- support other ESOL tutors engaged by ACE Cardiff
- recruit and support volunteers to engage positively with ESOL classes
- ensure creche provision is made where possible and liaise with creche workers in the local community
- work with REACH (the central hub for ESOL in Cardiff) to ensure learners are assessed
- give learners feedback and inform them about means of progression
- maintain data on registrations, attendance and learners' own feedback and provide essential information for administration purposes
- engage in your own professional development as well as that of other tutors and volunteers
- work as part of the ACE Cardiff management team and report to the Trustee Board, as required.

## **Person specification**

### **You will**

- have a recognised English teaching qualification: TESOL, CELTA or equivalent
- have experience of ESOL teaching for adults, in community-based classes and online
- be respectful and appreciative of different cultures
- establish a positive rapport with students and volunteers
- be skilled at adapting teaching methods to suit different levels of knowledge and ability, using digital tools as well as traditional ones
- be creative, able to tailor material to meet students' needs in an engaging way
- be reliable at all times and flexible where necessary
- be familiar enough with Welsh language and culture to be able to assist students in recognising basic elements.

### **Benefits of the job**

You will be free to use your initiative to shape ESOL provision in ways that best meet the needs of local communities. Working with a small but active charity, you can be agile in identifying and adapting to new opportunities. You will benefit by learning from the people you support and be rewarded by seeing them progress.

### **Terms**

£1,848 pa\* to cover duties such as curriculum development, liaison with other organisations and participation in team meetings, plus £22 per hour of ESOL teaching (expected to be minimum 5 hours per week, during term time).

[\*equivalent to 2 hours per week, 42 weeks of the year]