CANDIDATE PACK



Job Title:
ESOL Bank Lecturer

LONDON SOUTH EAST COLLEGES

Part of Elevare® CIVIC EDUCATION GROUP

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.
Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

Job Description

Post: ESOL Bank Lecturer

Hours of work: Variable hours/ Ad-hoc teaching cover

Tenure: Zero hours

Responsible to: CM ESOL, Adult English and Maths

MAIN PURPOSE OF THE JOB:

- To provide high-quality, flexible teaching cover across the ESOL provision at London South East Colleges, ensuring continuity of learning and maintaining high standards of teaching, learning and assessment during periods of staff absence or additional staffing requirements.
- The role is designed to support the College in maintaining a reliable bank of qualified and enthusiastic ESOL teachers who can provide cover at short notice, subject to their availability.
- Bank Lecturers will contribute to a positive, inclusive and supportive learning environment, helping learners develop their English language skills, confidence and independence.

Teaching and Learning

- Deliver engaging, inclusive and appropriately differentiated ESOL lessons across levels from Pre-entry to Level 2, according to departmental requirements.
- Provide teaching cover for adult ESOL classes and, where appropriate, ESOL Study Programmes for learners aged 16–18.
- Follow existing schemes of work, lesson plans and teaching resources where available, ensuring continuity with the planned curriculum.
- Adapt teaching activities to meet learners' differing abilities, backgrounds and learning needs.
- Use effective teaching strategies to develop learners' speaking, listening, reading and writing skills.
- Promote English language development through meaningful, practical and contextualised learning activities.
- Maintain a positive and respectful classroom environment that supports participation, confidence and achievement.
- Use digital technologies and learning resources effectively to support teaching and learning.

Assessment and Learner Progress

- Check learners' understanding throughout lessons and provide constructive feedback.
- Support learners in working towards their individual learning goals and qualifications.
- Provide feedback to the regular class teacher or Curriculum Manager on lesson coverage, learner engagement and any issues requiring follow-up.
- Complete any assessment or progress records reasonably required for the teaching sessions delivered.

Professional and Administrative Responsibilities

- Maintain accurate attendance registers and comply with College procedures for recording attendance.
- Follow College policies and procedures relating to safeguarding, equality, diversity, inclusion, health and safety, and learner behaviour.
- Report safeguarding or learner welfare concerns promptly through the appropriate College procedures.
- Communicate professionally and effectively with learners, colleagues and managers.
- Maintain confidentiality and comply with data protection requirements.
- Participate in relevant induction, safeguarding training and essential professional development as required.

Working Arrangements

- Teaching assignments will be offered on an ad hoc basis according to operational needs.
- Assignments may arise at short notice, including same-day cover.
- Bank Lecturers will be able to indicate their availability and preferred campus.
- There is no expectation that Bank Lecturers will accept every assignment offered.
- Teaching opportunities may include daytime, evening or Saturday sessions, depending on curriculum requirements.
- The College cannot guarantee a minimum number of teaching hours.
- Successful candidates may be considered for longer-term variable-hours or regular teaching opportunities should suitable vacancies arise, subject to the College's recruitment procedures.

Safeguarding and Equality

- London South East Colleges is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All successful applicants will be required to complete appropriate safer recruitment and pre-employment checks.
- The College is committed to equality, diversity and inclusion and welcomes applications from candidates with a wide range of professional backgrounds and experiences.

General

- This job description outlines the principal duties and responsibilities of the role. Duties may be adjusted reasonably to meet operational requirements while remaining consistent with the nature of the position.

Person Specification

Essential Criteria

- A recognised English language teaching qualification, such as CELTA, or an appropriate teaching qualification relevant to ESOL.
- Good understanding of English language teaching methodologies and the needs of learners whose first language is not English.
- Ability to plan or adapt engaging, inclusive lessons and respond to learners' different needs.
- Strong communication and interpersonal skills.
- Commitment to safeguarding, equality, diversity and inclusion.
- Ability to work independently and adapt confidently to unfamiliar teaching groups.
- Good organisational skills and basic digital literacy.
- Reliability, professionalism and willingness to undertake occasional teaching assignments.
- Willingness to complete all required pre-employment checks, including an Enhanced DBS check.

Desirable Criteria

- Previous experience teaching ESOL in further education, adult education, community learning or another relevant setting.
- Experience teaching learners at different ESOL levels, from Pre-entry to Level 2.
- Experience supporting refugees, asylum seekers or learners with interrupted educational backgrounds.
- Familiarity with ESOL Skills for Life qualifications and assessment requirements.
- Experience using digital learning platforms and electronic attendance systems.
- Ability to provide teaching cover at short notice.
- Residence within reasonable travelling distance of the Bromley or Greenwich campuses.

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout -** we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork -** we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful -** we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.




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How to Apply

To see all our roles and to apply now visit careers.lsec.ac.uk

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