



BOLTON  
COLLEGE

**Unlock Your  
Potential:  
Join us at  
Bolton College!**

Part of the University of Bolton Group



## Lecturer A - ESOL Conversation

### Widening Participation





Dear Applicant

Thank you for expressing an interest in the position of **Lecturer A - ESOL Conversation** at Bolton College. On behalf of the College, I am delighted to provide the enclosed information about the role.

You might now be asking...Why Bolton College? Well here at the College, diversity isn't just embraced – it's celebrated. Our vibrant culture thrives on the unique perspectives each individual brings, and our dedicated staff are fully invested in every learner's journey toward success. Situated conveniently alongside the University of Bolton in the town centre, we pave the way for seamless progression pathways for our students. Offering an extensive array of courses tailored for young people, adult learners, apprentices, and those pursuing higher education, we take immense pride in our inclusive educational ethos. With a warm, supportive atmosphere, we're more than just a college – we're a close-knit community committed to nurturing growth and fostering a sense of belonging.

At the heart of our College lies the exceptional talent and dedication of our staff. Our commitment to fostering an inclusive workplace not only nurtures our employees but also serves as a catalyst for their success, empowering them to excel within their roles. At the College, we firmly believe in cultivating the potential of our staff.

Following the College becoming part of the wider University of Bolton Group, a 'fee waiver' policy has been successfully embedded. This policy encourages our staff members to pursue further qualifications without financial barriers. It's an incredible opportunity for our team to advance their skills and aspirations, while also allowing us as an employer to invest in and retain our talented staff members.

If you share our values and want to be part of a great team then we would love to hear from you. You can find out lots more about Bolton College via our website [www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk)

If you have any queries or require help in completing the application form please do not hesitate to contact us. We look forward to receiving your completed application.

A handwritten signature in black ink, appearing to read "S. Bury".

Sue Bury  
Human Resources Manager



**Lecturer A – ESOL Conversation Tutor**  
**Fixed Term until 31/07/25**  
**22.2 hours per week**  
**£26,219 - £31,047 per annum pro rate**

After receiving funding from GMCA we are excited to create a passionate and motivated team of individuals to drive a Widening Participation initiative that will promote integration and community learning for all in Bolton.

This role will be perfect for individuals who aspire to engage and change the lives of widening patriation groups in Bolton through learning.

We are looking to appoint a Lecturer A Conversation Tutor to support and develop the delivery of conversation clubs in the Bolton Area.

**Ideally, you will:**

- Possess a PGCE / Cert. Ed. Level 5 teaching qualification
- Hold GCSEs in English and maths at grade 4/C or above or equivalent
- Have a recognised ESOL Qualification
- Degree or equivalent in a relevant subject
- Have experience of leading of leading students to the successful completion of their course
- Have excellent interpersonal communication skills both written and verbal with the ability to manage and prioritise

**Day-to-day responsibilities:**

- Delivering high quality and inclusive teaching, learning and assessment for conversation clubs
- Supporting the curriculum management of conversation clubs
- Take part and comply with quality assurance procedures
- Develop resources, support volunteers and deliver of conversation clubs
- Support the achievement of annual targets for progression from conversation clubs to ESOL learning.

An application pack can be downloaded from our website by accessing <https://careers.boltoncollege.ac.uk/> or by email request to [personnel@boltoncc.ac.uk](mailto:personnel@boltoncc.ac.uk)

**Job ref:** 015-24  
**Closing date:** 14th October 2024  
**Interview date:** 22nd October 2024



## JOB DESCRIPTION

**Job Title:** Lecturer A Community Engagement (Fixed term until 31/07/24)

**Grade** Lecturer A

**Responsible to:** Curriculum Leader of Widening Participation

**Responsible for:** Fostering relationships within priority postcode areas and with organisations that are already active in those communities. Designing and delivering workshops in the Community. Completing drop-in information, advice and guidance to residents in communities. Host digital and employability drop-in workshops for members of Bolton Communities. Be a role model and encourage life long learning at Bolton College.

### Purpose of the job:

- To support the curriculum leader for widening participation in engaging communities, both the residents and stakeholders of those communities
- To deliver taster workshops in priority widening participation postcode areas to promote learning.
- To deliver drop in digital and employability workshops.
- To liaise with partners to develop new learning opportunities for residents.
- To provide effective information, advice and guidance about college curriculum to members of the public.
- To support the college in attending external events to promote learning opportunities at the college.
- To take part and comply with all quality assurance procedures and systems within the area of responsibility.
- Develop resources, support teaching programmes and deliver on a number on courses.
- To achieve annual targets for student numbers, income, expenditure and success rates.
- In pursuance of Bolton College's Mission and Values, assist in achieving the strategic objectives and outcomes of the College.

### Planning

- To work with new and existing partners to identify the needs of the local area
- To work with new and existing partners to identify taster session opportunities
- To establish new partnership links to maximise the impact of curriculum on priority widening-participation post-code communities, particularly with regards to developing mental wellbeing curriculum.
- To establish new partnerships in the Bolton area with key stakeholders.
- To promote the College learning opportunities at external events.
- To provide excellent information, advice and guidance about College courses to students on college courses and local residents in community areas.

- To provide signpost residents to other local services such to support increased participation of residents.
- To keep detailed records of students who have been given advice and guidance, track their progression and provide data on the impact of the advice and guidance which has been given.
- To write regular reports/updates on the impact of this role on communities and the College for the Curriculum Leader and Head of Area
- Plan and deliver engaging workshops to increase engagement and participation in further learning.
- Plan and deliver high quality digital and employability workshops for Bolton residents.
- To carry out inspections of venues other than the college campus to ensure they are suitable for the delivery of workshops within them.
- To deliver teaching, learning and assessment for an agreed scheduled timetable of workshop contact time.
- Identify and develop new provision in response to identified marketing opportunities.
- To ensure that workshop design and delivery comply with the quality standards and regulations of the College.
- To actively work and engage with curriculum managers in the development of new activity, for example the development of new programmes, products and services, to increase the engagement of Bolton residents
- To positively contribute to the College's marketing strategy, including taking part in publicity and public relations exercises including liaison with schools, employers and other stakeholders.
- To work as part of a team to achieve agreed outcomes and objectives.

### **Teaching/Management**

- Work to the Head of Area and Curriculum Leader the targets for recruitment and engagement
- Actively track student destinations and progressions and follow through with College systems
- To support students through a variety of mechanisms with the main focus on high quality experience and destinations.
- To engage with and undertake student admission, enrolment, induction and initial assessment activities where appropriate
- Prepare lesson plans, course and assessment schemes and individual learning plans which inspire students to succeed and progress.
- To integrate appropriate and inspirational curriculum resources, including information, learning technology into lessons.

### **Quality Assurance and Performance Management**

- Comply with all College quality assurance systems including course reviews and self-assessment, quality cycle reviews, lesson observations and target setting.
- Support the student voice process via surveys and curriculum forums
- Develop and monitor effective quality improvement strategies.
- Mark and prepare agreed learning activities and student assignments.

- Monitor and make effective use of resources under the direction of Head of Area and Curriculum Leader.
- Maintain records, registers, reports, statistics, schedules and materials as directed and in a timely manner, in line with College expectations.
- Comply with all College systems and procedures necessary to ensure accurate, complete and robust data is collected and maintained for all provision.
- Ensure requests for reconciliation of student data returns are returned by deadline.

**In carrying out his/her duties the appointee must:**

- Undertake such other duties as may be required by the Principal commensurate with the grade and nature of the post.
- Attendance at external meetings, curriculum planning activities and staff training and briefing events.
- Promote and market the College positively and professionally at all times through formal and informal locations.
- The post holder will be expected to work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies for the Corporation.
- The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
- To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the College Data Protection Controller.
- Comply with and be aware of the College's Health & Safety policy and associated procedures.
- Ensure a safe working environment for all students at all times.
- Comply with all College's Personnel Policies and Procedures.
- Maintain knowledge of, and implement College policies.
- To engage in continuous professional development.
- To understand and apply the principles of equality of opportunity in an academic context.
- Have a positive commitment to inclusive learning.
- Undertake appropriate training and staff development as requested by SMT.
- Be able to commute effectively between all College sites.
- Remain current by keeping abreast of up to date curriculum understanding and course options through various internal and external arrangements and processes.
- Must be prepared to work some evenings and weekends.
- To be fully aware of and comply and promote the Colleges Equality Scheme and all other policies, including Financial Regulations.
- Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities with a minimum of 22.2 hours per week. It is essential that these hours are based delivering provision and are not subject to various forms of remission.

The post holder may from time to time be required to work on a Saturday or Sunday, in which case time off in lieu will be given during the normal working week. The post will require some evening work to support student performance and may require Saturday working.

**Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require.

**Appraisal**

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

In the interests of health and safety, smoking is not permitted in Bolton College.

**This job description was agreed and updated on: 24 September 2024  
By Head of Area– Foundation Learning**



## PERSON SPECIFICATION

<b>POST</b>	ESOL CONVERSATION TEACHER	<b>DEPT</b>	WIDENING PARTICIPATION
<b>GRADE</b>	LEC A	<b>REF No</b>	015-25

EDUCATION/TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY APPLICATION (AP) INTERVIEW (I) ASSESSMENT CENTRE (AC) PRESENTATION (P)
Recognised teaching qualification – Cert Ed/PGCE (or equivalent)	<b>E</b>	<b>AP/I</b>
Evidence of professional up dating	<b>E</b>	<b>AP/I</b>
Degree or equivalent in a relevant subject or occupational area.	<b>E</b>	<b>AP/I</b>
Maths and English at GCSE 9-4/ A*-C/ L2 equivalent	<b>E</b>	<b>AP/I</b>
Recognised ESOL Qualification	<b>E</b>	<b>AP/I</b>
RELEVANT EXPERIENCE		
Relevant, successful experience of ESOL teaching across a variety of levels demonstrating knowledge of strategies appropriate from pre-entry to level 2.	<b>E</b>	<b>AP/I</b>
Experience of leading students to the successful completion of their course and impact on student outcomes.	<b>E</b>	<b>AP/I</b>
Experience of student-centred methods of curriculum delivery	<b>E</b>	<b>AP/I</b>
Experience of successfully developing the digital skills of ESOL students to consolidate their understanding of ESOL learning and to widen the digital skillset of the students.	<b>E</b>	<b>AP/AC</b>
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		
An in-depth and practical knowledge of relevant subject	<b>E</b>	<b>AP/I</b>



Knowledge of current qualification structure in particular level 1 and 2	E	AP/AC
Knowledge of issues affecting Further Education.	E	AP/I
An understanding of, and demonstrable commitment to, Safeguarding Children and Young People and Vulnerable Adults.	E	AP/I
Ability to communicate with a range of students on both theoretical and practical aspects.	E	AP/I
Good organisational and administrative skills	E	AP/I
Ability to use full ICT facilities supporting the learning environment	E	AP/I
Ability to demonstrate values and behaviours suitable to work with the student and staff groups.	E	AP/I
Ability to work under pressure with changing priorities.	E	AP/I
Ability to promote and deliver excellent customer service	E	AP/I
Demonstrate ability to build good relationships with a wide variety of stakeholders, including students, employers and schools.	E	AP/I
Ability to communicate effectively both orally and in writing	E	AP/I
Demonstrate ability to write clear and comprehensive reports for assessments, references, annual course reviews etc	E	AP/I
Ability to implement creative and inspirational teaching and learning strategies	E	AP/I
<b>SPECIAL REQUIREMENTS</b>		
The successful post holder would be expected to have a flexible approach to their work.	E	AP/I
The successful applicant will need to have a DBS check to work in the College environment.	E	AP/I
A commitment to the education of young people who may be marginalised and the furthest from academic attainment.	E	AP/I
The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.	E	AP

Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	<b>E</b>	<b>AP/I</b>
Awareness of health and safety requirements.	<b>E</b>	<b>AP/I</b>
Commitment to the principles of valuing diversity and equal opportunities.	<b>E</b>	<b>AP/I</b>
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	<b>E</b>	<b>AP/I</b>