



Role Profile

ABE & ESOL Coordinator			
Reference No.	A4178	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Professional 2	Grade	FC8

Purpose
To ensure that all Fife residents for whom English is not a first language have the opportunity to access high quality English language provision so that they can acquire the language skills to enable them to participate in Scottish life: in the workplace, through further study, within the family, the local community, Scottish society and the economy. These language skills are central to giving people a democratic voice and supporting them to contribute to the society in which they live.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Coordinating, managing and evaluating local programmes of provision using the CLD Quality Framework arrangements.	<p>Educated to SCQF Level 9, degree or equivalent in a relevant discipline such as, but not restricted to, Professional Graduate Diploma in Education (PGDE) Community Learning & Development, Teaching Qualification (FE), Teaching Qualification in Adult Education</p> <p>Approved ESOL or literacies qualification such as CELTA, DELTA or CERT TESOL, Tutoring Adult Literacies (TAL), Tutoring Numeracy in Adult Literacies (TNAL) or PDA Dyslexia</p>	√	
		√	

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Organising, managing and supporting staff by providing effective leadership across the team.	Extensive experience in ESOL or adult literacies related work (Deliver results – see ‘How we work matters’ Framework)	√	
Managing volunteer tutors as detailed in the CLD Volunteer Policy.	Significant experience of managing staff and/or volunteers	√	
Organising and/or delivering initial and continuing professional development programmes to staff and volunteers, including PDA ITALL, TAL, TNAL and Dyslexia qualifications.	Experience of tutoring learners in basic skills and delivering training to staff and volunteers, in areas related to ESOL and/or adult literacies delivery and learning, including the PDA ITAL and other nationally accredited awards (Work together)	√	
Engaging learners including through taking referrals from partner agencies. Interviewing learners and assessing their needs before placing them in the appropriate provision, including assessing learners for Dyslexia and Scoptic Sensitivity, and preparing appropriate support materials.	Communication skills	√	
Negotiating individual learning plans based around SMART goals, reviewing progress and ensuring their ESOL and literacies learning is meeting the learners needs.	Experience of developing and sustain positive relationships (Focus on customers)	√	
Designing and creating teaching resources and learning packages for students for use within ESOL programmes.	Time management and organisational skills (Take ownership)	√	
Maintaining a resource bank in the local area for use by volunteers and group tutors, maintaining a supply of required teaching materials and other resources for the delivery of learning programmes, including accommodation, materials and ICT, within budgets.			
Developing strategies for sourcing funding and generating income to fund provision.	Experience of financial management	√	
Organising, managing and reporting on ESOL and literacies programmes through the provision of case studies, committee reports and local media agencies.	IT skills (Embrace technology and information)	√	
	Have an adaptable and flexible approach	√	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Working in partnership to develop sustainable relationships with Community Learning & Development colleagues and other relevant agencies in the public & voluntary sectors.			
Facilitating partnership working through joint activity, sharing expertise and good practice and supporting colleagues involved with the Fife ESOL Strategy Group.	Hold a current valid Driving Licence		√
Leading on ensuring the requirements of the SQA systems are being followed and maintained to a high level.	Experience of SQA procedures and requirements	√	
	Hold an approved SVQ Assessor and/or verifier qualification	√	
Developing and reviewing a local and regional marketing strategy to generate demand for ESOL services.			
Undertaking a Child and Adult Protection Coordinator role for the ESOL Service, acting as the point of contact for child and adult protection concerns raised by staff members and volunteers.	Membership of CLD Standards Council		√
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results