

## **Job Description**

Post of Sessional ESOL Tutor, Glasgow ESOL Forum

### **Specific Duties and Responsibilities**

- To plan and deliver ESOL classes online or face to face at Glasgow ESOL Forum offices or in community settings
- To prepare learners for SQA assessments as appropriate
- To adhere to Glasgow ESOL Forum's policies and procedures
- To record and develop lesson plans, a course outline and a scheme of work for each course
- To liaise with the Development Worker and Strategic Manager to develop suitable materials for use in class
- To attend training sessions
- To monitor and report to the Strategic Manager/ Development Worker on issues concerning classes (e.g. student progress, attendance)
- To attend feedback sessions and meetings with the Development Worker, Strategic Manager and other tutors
- To prepare and submit an end of course report

This post may require evening and weekend work.