

#TRANSFORMINGLIVES

Recruitment Pack
Learner Support Assistant (ESOL)



Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – over 170 years. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 170 years – and beyond.

Times are exciting for the College with opportunities for further growth and development via the recent Further Education White Paper, announcements made in the March 2021 Budget and as the economy rebounds from the impact of coronavirus.

We moved into our current premises in 2011 and since this time investment has been made to ensure the facilities remain exceptional. This environment, which high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected off all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Local Enterprise Partnership. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- **The job description and person specification.**
- **The College's approach to recruiting ex-offenders.**
- **Reasons to work at the College**
- **The College's mission, expectations and behaviours**



Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education



Job Description:

- Post Title:** Learning Support Assistant (ESOL)
Reporting To: Head of School SEND and Foundation Studies
Salary: Up to £25,479.92 per annum FTE
Hours: Up to 34 hours per week to be discussed at interview
Holiday: Term time only

The Specific Nature of the Role

The post holder will support students who speak English as an additional language. Many of these students may be new to the UK or still developing their confidence in English. The LSA will help students to access learning, participate in lessons and support the development of their English language skills.

Main Duties and Responsibilities

- Support EAL/ESOL students within programmes across the college.
- To provide help to students in understanding lesson content, key vocabulary and tasks in clear English.
- Working with teachers to adapt learning materials and activities so they are accessible for EAL learners (differentiation).
- Supporting the development of students' speaking, listening, reading, and writing skills in English during lessons.
- Assisting with initial assessments for new students when required.
- Supporting exam access arrangements, where appropriate (e.g. reader, scribe, clarification of instructions within exam regulations).

In addition to the above responsibilities, there will be a requirement to:

- Attending team meetings within curriculum areas and across the college as required.
- Taking part in training and professional development (CPD), especially in EAL/ESOL support strategies.
- Promoting college policies, including safeguarding, equality and diversity, and inclusion.
- Supporting the wellbeing, safety, and progress of all students.
- Undertaking other reasonable duties as directed by the Principal or line manager.



Person Specification

Post Title: Learning Support Assistant (ESOL)

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1. Fit in with the College's behaviour expectations and ethos	E	i, ii and iii
2. Literacy and Numeracy qualification at Level 2 (GCSE grade C/4 minimum)	E	i
3. Has experience of working with learners who have English as an Additional Language (EAL/ESOL), or experience supporting people from diverse linguistic and cultural backgrounds.	E	i, ii and iii
4. A relevant classroom assistants' qualification and/or L3 in a vocational area	E	i
5. Has the ability to support learning in classroom and workshop settings for EAL learners, helping them access curriculum content and develop English language skills.	D	i,ii
6. Has an understanding of the Further Education (FE) sector and its role in supporting learners with English as an Additional Language to achieve their educational and vocational goals.	D	i, ii and iii
7. Has the ability to use own initiative, particularly in adapting explanations and resources to support understanding of English language and subject content.	E	iii
8. Has the ability to work as part of a team	E	ii, iii
9. Is flexible and adaptable (especially to the needs of learners at different levels of English language.	E	ii
10. Has good verbal/written communication skills	E	i, ii and iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview