

## Job Description

<b>Job Title</b>	English Speakers of Other Languages (ESOL) Co-ordinator
<b>Directorate</b>	City Development
<b>Service Area</b>	Economic Strategy, Skills & Sustainability
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£39,513 - £44,711
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS Child Barred List and Child Workforce
<b>Job Evaluation Ref No</b>	A9748

## Job Purpose

To establish, test out and co-ordinate a Liverpool ESOL Hub/Advice Service for residents for whom English is not their first language by:

- The development and co-ordination of a Liverpool ESOL HUB /Advice Service in partnership with key ESOL providers and stakeholders

- Develop, test and review a consistent, centralised, approach to accessing provision, reducing duplication (e.g., assessments)
- Collaborating with practitioners and partners to manage ESOL assessment / information and advice sessions across the city
- Provision of appropriate information, advice, guidance and support and work with other further education, training providers, agencies and services to encourage residents to progress to learning opportunities
- To evaluate and develop a better understanding of the demand for ESOL in Liverpool and make recommendations for further developments
- Working with key partners; co-ordinate ESOL provision in Liverpool, improving communication of the offer available, and the experience for people wanting to learn English in the city

### **Directly Responsible For:**

ESOL Tutors

### **Directly Responsible To:**

Head of Service Adult Learning

### **CONTEXT:**

The development of an ESOL Hub is a key priority for the Economic Inclusion theme of the Our Liverpool (refugee integration) Plan 2024-27. The Our Liverpool vision sees Liverpool as a welcoming city and Liverpool City Council as a migrant friendly organisation where people seeking sanctuary and vulnerable migrants can thrive from the day they arrive. The Our Liverpool Plan has four overarching aims:

- People seeking sanctuary and vulnerable migrants can thrive in safe, welcoming and cohesive communities where they have the opportunity to

contribute their skills to the economic development of the city and to benefit from it

- People seeking sanctuary and vulnerable migrants understand and are able to exercise their rights, responsibilities and entitlements
- People seeking sanctuary and vulnerable migrants are able to access well-coordinated services, which recognise and meet their rights and needs

## Main Areas of Responsibility:

- Working in collaboration with local providers of further education, adult learning and ESOL providers, employment teams, and other relevant stakeholders, the post holder will develop, co-ordinate, test and evaluate the design and delivery of an ESOL HUB in the city to inform future practice and strategy
- Establish a Liverpool ESOL Advisory Group with terms of reference to support the development and delivery of an ESOL Hub
- Develop a shared understanding / vision of a Liverpool ESOL Hub model (proof of concept) and build trust through collaboration and engagement with local providers of ESOL provision
- Develop and deliver an ESOL test and learn, to include a standard assessment and data sharing agreement /referral model
- Review findings from test and learn to inform design and delivery of an ESOL Hub
- Gather information on the demand for ESOL across Liverpool including support / advice services for residents accessing ESOL
- Produce a communication plan to inform stakeholders and learners of the ESOL Hub
- Develop a (proof-of-concept) proposal for an ESOL Hub, seek feedback, from Advisory Group for implementation
- Implement a centralised Liverpool ESOL assessment, referral, and advice service (ESOL Hub)

- Communicate and launch a proof-of-concept phase, ESOL Hub, across Liverpool
- Deliver a proof-of-concept, ESOL Hub model, and continue to review approach, with partners, and learners, to ensure model is fit for purpose
- Undertake further research and analysis on the demand for ESOL learning to inform future planning and strategy for design and delivery of services
- Develop a Liverpool website with clear information for residents on how to access ESOL provision in Liverpool and an opportunity to book an assessment and information on other activities, services, and support available
- Prepare and deliver progress reports, financial information to funders, to a high standard, ensuring accuracy and clarity
- Develop and deliver high quality training programmes for practitioners delivering ESOL Advice sessions
- Maintain a current knowledge of national, regional, city regional and local policy in relation to ESOL/ English and Our Liverpool Plan
- To deliver against the Our Liverpool Plan- Economic Inclusion for all action plan.
- Support the development and ongoing management of a Liverpool Advisory Group
- Develop and support a Liverpool ESOL provider meeting
- Support and inform the development of an ESOL Strategy for Liverpool
- Establish baseline data for communities to inform future delivery of ASF funded delivery in Liverpool
- Work with partners to develop joint resources to support language development e.g. volunteer programmes, Moodle, Learning App
- Support and inform the Liverpool City Council Equality and Diversity Strategies
- Support the evaluation of ESOL provision and future / sustainability plans.
- Help to coordinate high quality IAG provision to support progress into work and further learning

- Contribute to the development of Liverpool Skills and Work Plans
- To ensure that the ESOL offer is fully integrated into the wider Liverpool skills and work /Our Liverpool infrastructure/ offer
- To support effective performance monitoring systems, ensuring quality services and value for money
- To use appropriate monitoring tools for reporting, contracting and commissioning situations
- To provide support and advice to all staff in the Liverpool Council's Employment and Skills Team/ Our Liverpool Team, as appropriate
- To actively participate and support the Our Liverpool Team in meetings and events
- To contribute to the development of mentoring and coaching opportunities for individuals or the team as a whole
- To support the development of service plans and help to communicate, revise and update as appropriate
- To contribute to effective team working
- Ensure that needs of diverse groups of children, young People, families, and individuals are identified and addressed by services in Liverpool
- Ensure that the needs of minority communities are appropriately reflected in commissioning decisions and service developments within the city.
- To carry out and update Community Impact Assessments as required
- Ensure that all commissioned services are consistent with health and safety requirements
- To act at all times with due regard to the Local Authority's Health and Safety Policies and related Codes of Practice
- To contribute and demonstrate a commitment to the City Council's Anti-Poverty Strategy and Social Value Policy
- To undertake any other such duties that are reasonably commensurate with the level of this post

- To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled, in a similar manner

The details contained in this work programme reflect the content of the activities required at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual activities will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed in Job Description. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

### **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.

- The value of budget/financial responsibility is £300k this budget is to be used to deliver the ESOL Hub outcomes

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- Sitting for long periods of time

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Relevant Teaching qualification, Level 4/5 (CET, DTLLS, PGCE, PGDE) (plus Cambridge CELTA / Trinity TESOL (A/I)
- Relevant Subject Qualifications at Level 3 or higher (A/I)

### Desirable

- Evidence of continuing professional development
- Level 3 Assessor qualification
- Level 4 Internal Verifier qualification

## Experience

### Essential

- Experience of managing a dispersed workforce (A/I)
- Experience of implementing Quality Assurance systems (A/I)
- Relevant teaching experience in ESOL/English (A/I)
- Experience of working in further education and skills (A/I)
- Comprehensive understanding and development / delivery of teaching and learning methods and styles and initial, diagnostic assessment strategies (A/I)
- Experience of preparing high quality teaching and learning resources and assessment strategies (A/I)

- Knowledge and understanding of local learning, skills and employment needs relevant to the post (A/I)

## Skills/Abilities

### Essential

- Chair network meetings (A/I)
- Developed interpersonal skills and ability to lead and manage sensitive communications (A/I)
- Lead and manage culture and system change within a further education and skills system (A/I)
- Contribute to the production and implementation of annual operational plans and proof of concept plans (A/I)
- Curriculum evaluation and development (A/I)
- Report writing and analysis (A/I)
- Communicate complicated information to a range of audiences (A/I)
- Implement appropriate quality assurance systems and procedures (A/I)
- Knowledge of awarding body requirements (A/I)
- Budget management (A/I)
- I.T. Skills (A/I)

## Commitment

### Essential

- An understanding of the needs and experiences of people seeking sanctuary and vulnerable migrants (A/I)

## Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to teamwork
- Commitment to equal opportunities

## Other

## Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

## Desirable

- Willingness to work flexible hours including evenings/weekends