



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A165
Job Title	Teaching Assistant - ESOL
Salary	£20,615.62 - £22,085.81 per annum – Actual Salary £26,218.54 – £28,088.30 pro rata'd - All year round Salary
Contract Type	Permanent – 37h per week , 40 wks per year
Campus	Gloucester
Department	ESOL
Reporting To	Head of School
Holiday	Term Time Only
Pension	People's Pension 4-5% Matched Contribution

About the Role – Meet the Team

Are you passionate about supporting young language learners to build confidence, resilience, self-motivation, develop communication skills and take their next steps toward a successful future?

The 16-18 ESOL full-time course at Gloucestershire College offers learners the opportunity to take reading, writing, speaking and listening exams and maths Functional Skills or GCSE. Students work towards recognised qualifications and receive tailored guidance to help them progress into further education or employment.

Gloucestershire Professional Services is seeking an experienced and dedicated Teaching Assistant to join the ESOL team. The main purpose of this post is to assist the Curriculum Leader and academic staff in ensuring the smooth running of the course and that the full-time ESOL learners achieve maximum potential through high-quality additional learning support being offered to them.

About the Role – Duties and Responsibilities

You will work closely with academic staff to support students in their learning, ensuring they are fully engaged and able to make meaningful progress. Your role will be key in helping students develop confidence, communication skills, and independence, preparing them for their next steps.

- Work with individual students or small groups following the direction of a Lecturer.
- Maintain up-to-date student records and administrative documentation.
- Prepare teaching materials and equipment following the direction of a Lecturer.





- Support students to achieve their targets, and to record and track information regarding those achievements.
- Exam invigilate when needed.
- Keep students' administration up to date and update students' personal files (ILPs).
- Encourage students' independent skills through trips into the community and / or off-site venues.
- Assist with enrolment duties and attend course, team and centre meetings.
- Provide personal care where required.

About You

Our Shortlisting Criteria

Essential	<p>Previous experience of working with young people in post 16 education, training or other relevant environments.</p> <p>Proven IT skills (Microsoft Office) - confident using Excel and PowerPoint</p> <p>Safeguarding awareness training or willingness to undertake.</p> <p>Good General standard of education including GCSE English and mathematics at grade C (or equivalent).</p>
Desirable	<p>Experience of working with people with ESOL learners.</p> <p>TA qualification or CELTA</p>

The Perfect Person for us will demonstrate

Abilities	<p>Strong Organisational Skills and ability to manage own time effectively by planning and prioritising workload and reacting positively to changes as they occur. Experience of organising people and events. e.g enrichment activities</p> <p>Work closely with the Curriculum Leader of the course to ensure the smooth running of the programme.</p> <p>Empathetic and supportive approach with the ability to empathise with people, their problems and understand individual needs whilst building trusting, respectful relationships.</p>
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	<p>Professional, accountable and team focused with a commitment to continuously improving for the benefit of our learners. Actively invites feedback from peers and customers to identify opportunities to improve.</p> <p>Committed to high standards and continuous improvement, delivering excellent support and customer service, with a willingness to undertake training (including minibus driving assessment).</p> <p>Openly communicates and resolves issues through helping not blaming others. Takes responsibility for playing a part in achieving GC's vision.</p> <p>Positive and resilient mindset, taking responsibility for their own actions and work; committing to doing their best every time.</p> <p>Receptive to new ideas and learns from failures as well as successes. Believes that trust, respect and civility bring out the best in people.</p> <p>Committed to high standard and continuous improvement, ambitious in wanting the very best outcome for GC learners.</p> <p>Delivering excellent support and customer service with a willingness to undertake training.</p>
<p>Job Circumstances</p>	<p>Able to travel between college sites (if required)</p> <p>Undertake any training required for the role</p> <p>Hold an Enhanced DBS check or be willing to undertake a check.</p> <p>This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and do not justify a change in the grading of the post.</p>

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.





- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment and our safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.