Job Description:

Curriculum Leader – ESOL



Curriculum Leader – ESOL

REF: CL0023-883

The role:

We are seeking a passionate and experienced Curriculum Leader to lead our thriving ESOL (English for Speakers of Other Languages) provision, responsible for leading and managing the ESOL program, ensuring high-quality teaching, learning, and assessment, and supporting staff to improve learner outcomes. This role involves curriculum development, staff management, and strategic planning for the ESOL department. You will be responsible for the delivery, and quality of our courses, across two sites Southport College and MYA Liverpool, ensuring they meet the needs of students and employers.

You will have previous experience of ESOL 19+ adult learners. Previous experiences are desired in leading a team of new and experienced team members, with an excellent track record of achieving results above national benchmarks. You will have demonstrable experience of teaching in the FE sector, various funding streams and develop courses that bring in commercial income along with consistently very good or outstanding observation feedback. The post holder will be responsible for a range of ESOL qualifications at Entry level through to Level 1 to teach English to speakers of other languages (ESOL), helping them develop their reading, writing, listening, and speaking skills. You will create engaging lessons, assess student progress, and provide feedback to ensure learners achieve their language goals. The role will involve teaching duties across both sites.

The successful post holder will be a self-motivated and enthusiastic professional with proven ESOL teaching expertise and strong leadership skills. They will play a key role in maintaining and enhancing the outstanding quality of the provision, managing delivery across two sites while fostering a culture of excellence. The role involves close collaboration with stakeholders, conducting initial assessments, and leading on promotional activities to drive recruitment. This is a dynamic opportunity to contribute to the growth and continuous improvement of a flagship provision, ensuring it remains sector-leading and reflective of best practice.

Responsible to:

The postholder is responsible to Head of Division for Professional and Service Industries

Key Accountabilities and Responsibilities:

The responsibilities of the Curriculum Leader include, but are not confined to:

1. Recruitment

- Liaise with Student Services to organise interviews and Initial assessments
- Work with course team to interview and select students for Enrolment
- Organise induction activities, support application completion and confirm proof of citizenship
- Liaise with Student Records to organise enrolment and issuing of registers

2. Course Organisation and Management

- Liaise with the Head of Division (HOD) in drafting of course timetables

- Identify course hours and Business planning
- Identify course team members
- Chair course team meetings and produce minutes
- Lead and work with the course team to produce Course Overviews, schemes of Learning, Planning and management of all ESOL courses
- Production of assessment schedules
- Identification of additionalities Validation of data
- Identify resource requirements
- Planning extra curricula activities
- Monitor with the HOD- health and safety issues

3. Quality

- Chair and manage the programme quality meetings Produce and monitor any action plans
- Monitor progress towards Southport Education Group strategic goals
- Work with HOD to produce the Department Course Reviews and SAR
- Maintenance of course portfolio and Promonitor progress tracking

4. **Assessment**

- Production of assessment schedule
- Liaison with exams to ensure all students are registered with the correct awarding body
- Manage the assessment process
- Organise and complete Internal Verification process
- Meet with External Verifiers

5. Curriculum Development

- Work with the HOD in the development of new courses
- Inform the course team of changes and developments in their curriculum
- Liaise with external agencies

6. Promotion and Marketing

- Production and updating of course literature
- Organising Promotional Open Day events
- Attendance at promotional events

In addition to curriculum leadership, the role of the lecturer includes:

- Formal Scheduled Teaching across both sites- Southport College and MYA in Liverpool.

- Ancillary duties emanating from formal scheduled teaching. These include but are not limited to: Planning, preparation, marking (including other forms of assessment), day-to-day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, subject updating, personal development and teaching and learning innovation and improvement, participation in course evaluation as appropriate, participation in the Maintaining Student Responsibility procedures as appropriate.

- Staff development work, including the conduct and participation in staff appraisal and in-service training based on an assessment of individual service needs.
- Timetabled enrolment/admissions/guidance/counselling activities.
- Attendance at marketing events.
- Invigilation.
- Substitutions for absent colleagues.
- Development and supervision of resource-based learning activities
- One-to-one learner support/tutoring.
- Scheduled activities/tasks associated with the College's Quality Assurance systems.
- Research and consultancy.
- Maintain up to date resources.
- Development of new resources and population of the VLE.
- Attend relevant staff development
- Management and administration. This may include:

  - Contributing to College administration or the administration of education and training programmes.
  - Participation in appropriate team and committee meetings and course management duties including the interviewing, induction, assessment and examination of students.
  - Supervision and appraisal of other members of staff, administration and marketing activities, resource and financial management, quality management and external liaison.
  - Preparing statistical returns including retention rates, examination results, student progress and destination.
  - Participation in student monitoring and reporting and course review and evaluation procedures.
  - Participation in quality assurance and control procedures.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the Southport Education Group operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Degree in a relevant discipline, or relevant professional qualification at Level 4 or above.	E	A
A teaching qualification	E	A
Level 2 qualification, or equivalent, in Numeracy and Literacy (or a willingness to undertake and achieve within 2 years).	E	A
Advanced qualification(s) in ESOL	D	A
Assessor and/or Verifier award	D	A

Experience		
Minimum of 3 years previous teaching experience in ESOL delivery	E	A/I
Fluent in a range of languages	D	A/I

Knowledge, Skills and Attributes		
Knowledge and understanding of ESOL provision, including effective curriculum design, implementation, assessment and quality assurance.	E	A/I
A readiness to be flexible in relating to colleagues and the requirements of the post.	E	I
Ability to relate professionally to students of all ages, backgrounds and ability.	E	I/AS
Willingness to contribute fully or as required, to the work of the Department and operate as an effective team member.	E	I
Knowledge of trends and developments in the Further Education and ESOL sector.	D	A/I
Resourcefulness and imagination in preparing materials for students.	E	I/AS
Capacity to deliver an appropriate range of approaches to learning.	E	I/AS
Proficiency in managing students learning including all aspects of planning, delivery, assessment and feedback.	E	I/AS
Ability to evaluate self and course performance	E	I/AS
Ability to co-ordinate and lead a team	E	I/AS
Possession of relevant, up to date, curriculum knowledge.	E	I
Previous experience of preparing for and dealing with external verifiers	E	A/I
Possession of relevant knowledge and expertise in Information and Learning Technology.	D	A
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£39,129.00 to £44,421.00 per annum

Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed curriculum Leaders. This consists of a working week of 35 hours which may include some evening work, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If

this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Thursday 26th November 2026 (10:00am)

Interviews will be held: Thursday 3rd December 2026

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

