

## Job Description

<b>Job Title:</b>	<b>ESOL Materials Writer</b>
<b>Department:</b>	<b>Product Development</b>
<b>Reports to:</b>	<b>Product Development Manager</b>
<b>Liaises with:</b>	<b>Senior Product Developer Product Developer Product Development Support</b>

### Main function of work

- To produce assessment materials for ESOL Skills for Life qualifications

### Main areas of responsibility

The Materials Writer is required to:

- Produce new assessment materials for the ESB ESOL Skills for Life qualifications as and when required
- Record work, action and progress, reporting regularly to Product Development Department
- Attend meetings as appropriate
- Maintain own knowledge, skills and understanding in line with role and functions, including the position of ESB ESOL Skills for Life qualifications within the context of educational changes
- Identify any potential areas for growth for ESB ESOL Skills for Life qualifications

## Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications at degree level or equivalent</li> <li>• Diploma level ESOL teaching qualification or equivalent</li> <li>• Experience of ESOL teaching in U.K.</li> <li>• Experience as an ESOL examiner</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of writing ESOL assessments</li> <li>• Experience of developing new ESOL syllabuses/qualifications</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work to strict deadlines</li> <li>• Ability to respect and maintain confidentiality</li> <li>• Professional and flexible approach acting with tact and diplomacy</li> <li>• Ability to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work as a member of a team</li> <li>• Willingness to travel throughout U.K.</li> <li>• Ability to respond creatively to new ideas</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good understanding of ESOL qualifications</li> <li>• Ability to initiate, plan, organize and evaluate</li> <li>• Excellent communication skills, both written and oral</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of ESB ESOL qualifications</li> <li>• Good understanding of ESB ethos/philosophy</li> <li>• ICT competence</li> <li>• Current driving licence</li> </ul>

## Terms and Conditions

**Employment Status:** Permanent, part-time (1 day per week) subject to 6 months' probationary period

**Rate of Pay:** Competitive

**Method of payment:** Monthly, in arrears

### Appointment subject to:

- Satisfactory references
- Confirmation of current/most recent salary
- Verification of qualifications

**Working days:** 1 day per week (9.00am to 5.00pm with one-hour lunch break)

**Holiday entitlement:** 6 calendar days

**Place of work:** Home-based

**Travel expenses:** Standard class rail fare except where use of car is necessary for the purpose of time and the carriage of materials in which case the car allowance is 40p per mile.

**Other expenses:** Reimbursement in full of other expenses reasonably incurred wholly and exclusively in the provision of services to ESB on production of valid receipts, normally covering taxi fares, car park charges, subsistence and overnight accommodation. ESB's expenses policy must be adhered to when submitting claims.