Blackburne House Group

ESOL Tutor Vacancy Pack

Welcome

Thank you for your interest in applying for the role of ESOL Tutor at the Blackburne House Group.

We've put together the below information which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.blackburnehouse.co.uk for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

For More Information about the Role

If you require further information about this role, please email amydickinson@blackburnehouse.co.uk to arrange a discussion.

Deadline for receipt of applications:

Friday 7th August 2026

Application Procedure

The Blackburne House 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 by the above closing date to Louise Nixon, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to amydickinson@blackburnehouse.co.uk.

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

The Blackburne House Group

Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

About the Role

We are seeking an experienced and passionate learner focused ESOL Tutor to join our team on a permanent basis. This role will take place over 4 days per week. As an ESOL Tutor, you will take an active role in the delivery and assessment of ESOL Courses.

We are a friendly and caring organisation, and we support each other. As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQ+ people.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may 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.
Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.

About You

We are looking for someone who is experienced in teaching adult ESOL learners to a high standard. We require a dedicated and focused individual who can work collaboratively as part of our team of tutors.

We're looking to welcome someone into our team that shares our Values and is able to form positive relationships and work with openness and integrity. During any employment with Blackburne House you will be expected to conduct yourself in a manner appropriate to the professional image of the Institution. You will be expected to provide a prompt and efficient service and to maintain appropriate standards of professionalism and of personal appearance at all times.

Job Description

Post	ESOL Tutor
Salary:	£27,609.40 per annum (full-time equivalent), pro rata for 0.8 FTE
Location:	Blackburne House, Blackburne Place Liverpool L8 7PE
Flexibility:	There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation.

Main Tasks

- Delivery and assessment of ESOL courses
- Work with the ESOL Team to ensure the department achieves its targets and identify opportunities for growth
- Co-ordinate with the Learning Support Team to organise appointment slots for new students applying for courses and take part in enrolment days.
- Maintaining a tracking sheet with assessment outcomes and ensure all paperwork is compliant.
- Monitor class sizes in the ESOL provision to ensure all groups are infilled throughout the year to maximise efficiency.
- Complete any other reasonable requests

Person Specification

Qualifications

- You should hold a recognized teacher qualification e.g., Diploma in Teaching in the Lifelong Learning Sector, PGCE, Certificate in Education
- A minimum Level 2 in Maths and English (GCSE Grade C or above, GCSE Grade 4 or above or equivalent).

Experience

- Experience of teaching ESOL learners with a recognised ESOL qualification or equivalent qualification.
- Experience of delivering to adult learners on funded learning courses
- Experience of the EIF and quality assurance activities
- Knowledge of information, advice, and guidance services