**Katherine Low Settlement**

**Search for an IT teacher for our ESOL (English) team**

**May’22**

The work is:

* 36 weeks - term time only - IT classes for ESOL students
* 2 hours teaching a week + 2 hours prep time = 4 hours each week
* 3 different courses - term 1: beginners ; term 2 improvers; term 3 intermediate
* Paid for: 2 hours teaching rate - £26.70 per hour

2 hours prep time- admin rate £ 15:78 per hour

* Paid term time only

Advantages:

* The students are lovely, patient, very respectful of teachers time and are all adults
* It is only two hours a week fixed, the other (admin/planning) hours can be done when convenient
* ESOL team great to work with
* ESOL manager very flexible, experienced and fun
* OFSTED visited this year- we got a ‘good’, so will not be back for 5 years
* No exams/ assessments. Achievement is based on what students need to learn

Disadvantages

* There is a certain amount of Wandsworth paperwork, but we have structured the courses next year to reduce this.

Possible course content on next page (see below)…

**Ideas for IT courses** – this can be changed

* 10 students - sign up for all 4 courses at the beginning of term
* 4 courses per term, each 3 weeks long.
* 36 weeks total
* Wednesdays 12:30-2:30

**Term 1**

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| **Autumn 1 - Beginners**  **Monday 12th Sept - Friday 21st October** | |
| 1 | Keyboard/ mouse/ setting up google suite- all the basics |
| 2 | Creating and editing documents- Google docs |
| **Autumn 2 - Beginners**  **Monday 31st Oct- Friday 9th Dec** | |
| 3 | Using the internet/ online forms/ email / search engines |
| 4 | Online safety/ online shopping / social media |

**Term 2**

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| **Spring 1 - Beginners- Improvers**  **Tuesday 3rd Jan 2023 - Friday 10th February** | |
| 1 | Keyboard and screen- finding more tools |
| 2 | Creating and editing documents/ intro to Sheets. More tools |
| **Spring 2**  **Mon 20th Feb - Fri 31st Mar** | |
| 3 | Further internet skills/ searching for jobs / emails |
| 4 | Online safety / Data./ Video calling |

**Term 3**

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| **Summer 1 - Improvers- Intermediate**  **Monday 17th Apr - Fri 26th May** | |
| 1 | Google suite / creating presentations |
| 2 | College course searches / job searches/ reporting housing issues |
| **Summer 2**  **Monday 5th June - Fri 14th July** | |
| 3 | Managing money |
| 4 | Accessing health services/ social media |