



ESOL Reach Assessor

Application Pack

Thank you for your interest in the above role and our Organisation.

Within this application pack you will find the following information:

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Addysg Oedolion Cymru | Adult Learning Wales is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. We believe having a diverse workforce at all levels allows us to reflect the communities we serve.

Diverse perspectives and experiences are critical to our success, and we welcome applications from people from any background who have the experience and skills needed to perform this role.

If you experience any difficulties or require the form in a different format please contact recruitment@adultlearning.wales

We look forward to hearing from you.

Adult Learning Wales Overview

Adult Learning Wales (ALW) is the national Adult Community Learning (ACL) organisation for Wales, offering a comprehensive curriculum that spans pre-entry learning through to Level four qualifications. Our programmes cover essential skills in literacy, numeracy, digital literacy, and English for Speakers of Other Languages (ESOL), as well as qualifications in areas such as Trade Union Studies, Youth Work, Education and Training, and Counselling. In addition, we provide a wide range of courses that equip learners with practical, hands-on skills in health and safety, handwork, craftwork, and wellbeing, which are directly applicable to both personal and professional settings. Through collaborations with the voluntary sector, industry, and employers, we help learners develop employability and life skills, creating pathways to employment, personal growth, and community engagement. For many adults, ALW serves as an inclusive, and flexible first step back into structured learning, offering essential support to overcome barriers like social isolation, mental health challenges, and unemployment.

As well as being a Designated Further Education Institution, ALW is also a membership organisation committed fostering a shared sense of purpose and belonging, enabling learners, tutors, and partners to collectively shape the future of lifelong learning in Wales. Our commitment to high-quality, accessible, and meaningful learning experiences ensures that we address the diverse needs of adult learners across Wales. We foster a culture of belonging, equity, and inclusivity, empowering success and achievement by creating a safe and welcoming environment for all. By working closely with community organisations, trade unions and employers, we empower learners to develop practical, career-focused skills and recognised qualifications at every level. Our courses taught by our skilled tutors, combined with additional learning support, not only support employability but also encourage innovation, creativity, craft skills, and wellbeing, enabling learners to progress in both personal and professional ways, in alignment with their contexts and needs.

www.adultlearning.wales

Role Overview

We have a fantastic opportunity within the South West Wales regional team for an ESOL Reach Assessor. You will assist and support the assessment, development and implementation of the REACH project in the Swansea area, to include all aspects of planning; financing; organising; resource allocation; and development. You will assist the Regional Manager and Regional Curriculum and Quality Co-ordinator with IQA activities.

We are committed to building a diverse and inclusive workplace where all voices are heard and valued. We welcome applicants of all backgrounds, experiences, and perspectives to apply.

If you would like an informal conversation or to hear more about the role please contact Beth John, Regional Manager - South West and Mid (beth.john@adultlearning.wales).

What we can offer you

Salary: £29,608 - £36,960 pro rata, per annum (MG1 – MG4).

Generous benefits package: Teachers Pension Scheme; Agile Working; Cycle to Work Scheme; 30 days annual leave + BH & Additional discretionary days (pro rata for part time).

Contract: Fixed Term to end March 2026

Hours: Part time, 14 hours per week

Work base: Adult Learning Wales office, Swansea (Agile Working can be considered)

How to apply

Apply by using the online [application form](#) or the Word version application form. Please return to Recruitment@adultlearning.wales or upload via our [website](#)

Please note that CVs without a completed application form will not be accepted.

The closing date for this post is **12:00pm Wednesday 21st May**

Interviews will take place on **Tuesday 3rd and Wednesday 4th June**. If you are unable to attend either date, please ensure you identify this on your application and confirm your availability.

Adult Learning Wales acknowledges the importance of developing and growing its bilingual workforce. Applications for any post can be submitted in either Welsh or English. Applications submitted in either language will be treated equally.

ESOL Reach Assessor - Role Profile

Job Purpose: To assist and support the assessment, development and implementation of the REACH programme in the identified area, including all aspects of planning, financing, organising and resource allocation and development. To assist the Regional Manager and Regional Quality Curriculum Co-ordinator with IQA activities.

Main duties and responsibilities

- To develop, organise, and implement an appropriate programme of courses in accordance with the REACH project plan targets.
- To interview and assess ESOL applicants where appropriate
- To refer applicants to appropriate provision across the REACH provision
- To maintain a central database that will record learners' details, initial assessment results and course offer
- To track attendance, progress, completion and destinations for all learners referred through REACH
- To signpost learners where appropriate to information, advice and support services across the REACH provision
- To identify potential tutors as part of the recruitment process and support tutors and help to ensure that they are kept informed of all relevant processes, policies and procedures.
- To contribute to the ongoing development of assessment materials and resources, as appropriate to the REACH project.
- To communicate effectively with the wider team to ensure the quality of service
- To work with the Regional Quality Curriculum Coordinator and Regional Support Administrators to support IQA activities within the region and comply with internal quality systems and processes.
- Undertake class visits and carry out teaching observations where appropriate and agreed in consultation with the Regional Manager and Regional Quality Curriculum Coordinator
- To undertake the delivery of learning where appropriate and agreed with the Regional Manager
- Be part of the internal verification in all IQA activities and standardisation events
- Liaise with the learner services team to ensure that learners receive the maximum benefit from the organisation's support services.
- Liaise with the learner services manager to ensure the highest level of satisfaction of all learners ensuring the learners voice is heard and acted upon.

General duties and responsibilities

- Contribute to the regional and organisation's SAR process and Quality Improvement plan
- Carry out any other duties and responsibilities as may be reasonably required by the post.
- Comply with policies and procedures set out by the Addysg Oedolion Cymru | Adult Learning Wales and take responsibility for maintaining a safe working learning environment within the region.
- Adhere to the electronic communication policy including email and internet usage.

- Drive forward the organisation's commitment to equality and diversity, ensuring that there are appropriate equality impact assessment in place.
- Be committed to the promotion of the Welsh language and the Education for Sustainable Development and Global Citizenship (ESDGC).
- Take an active part in applying continuous improvement across the organisation.
- To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the organisation's Data Protection Officer.
- Contribute to staff meetings, organisational initiatives and developments.
- Comply with all organisational policies and procedures, keeping abreast of changes and making any necessary changes to administrative systems.
- Ensure that all aspects of the organisation's financial instructions and standing orders are followed.
- Ensure the safe working practices are used and appropriate and Health and Safety legislation adopted.
- Actively support and practice equality of opportunity in the workplace.
- Work in a way that is sensitive to the Welsh language and complies with the Welsh Language Measure 2011 and our duties in implementing the Welsh Language Standards

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| <ul style="list-style-type: none"> a) As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade b) This is a description of the job as it is presently constituted. It the practice of Addysg Oedolion Cymru Adult Learning Wales periodically to examine employee's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. c) This description is not intended to establish a total definition of the job but an outline of the duties. |
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PERSON SPECIFICATION

CRITERIA	ESSENTIAL REQUIREMENTS	DESIRABLE
EDUCATION, TRAINING AND QUALIFICATIONS	<p>Minimum of Level 3 standard of education</p> <p>Level 3 Teaching qualification</p> <p>L3 ESOL Practitioner's qualification</p> <p>Level 3 Assessor Award or predecessor</p> <p>Level 4 Internal Quality Assurance qualification IQA or predecessor</p>	<p>Essential Skills qualification</p> <p>Adult Education Guidance qualification</p> <p>Level 4 Teaching qualification</p>
EXPERIENCE	<p>Experience of teaching and assessing ESOL learners.</p> <p>Experience of community education, adult education, or community development</p> <p>Experience of promoting or marketing activities in a community setting</p> <p>Experience of participation in internal quality procedures</p>	<p>Experience of working with or for voluntary groups or charitable organisation</p> <p>Experience of working in partnership, and networking with other agencies in the voluntary, community and statutory sector</p>
SKILLS, KNOWLEDGE, ATTITUDE	<p>Excellent interpersonal and communication skills, excellent organisational, coordinating and administrative skills</p> <p>Good all round IT skills including use of all basic office software packages</p> <p>Able to work as part of a team and on own initiative</p> <p>Able to develop good working relationships with people at all levels, including with community groups</p> <p>Able to prioritise and plan own workload</p> <p>Ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met</p> <p>Knowledge of current issues in field of adult education in Wales</p> <p>Capacity to engage non-traditional learners</p> <p>Commitment to Equal Opportunities</p> <p>Prepared to undertake training to enhance skills</p>	<p>Understanding of the Estyn Common Inspection Framework</p> <p>Understanding of quality systems and self assessment</p> <p>Familiarity with the values and processes of Community learning</p> <p>Intermediate level 3 Welsh Skills (Please see Welsh Language Skills Table at the end of this pack)</p>
WORKING PATTERN	<p>Willing to work flexibly, including some weekend and evening work</p>	

OTHER REQUIREMENTS	Has current driving licence and access to own transport Willing to travel as the post requires	
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Guidelines for completing a job application form

You will need the following document for reference in order to complete your application form:-

- the **Role Profile** for the post for which you intend to apply
- the **Person Specification** (this is the last section of the role profile document) for the post for which you intend to apply
- ❖ **Read through the documents before completing your application.** Make sure you understand the requirements of the job, both in terms of the **duties and responsibilities** of the job (**detailed in the Role Profile**) and the **personal requirements** to be able to carry out those duties (**Essential Requirements are detailed in the Person Specification**).
- ❖ **Check that you are able to meet the Essential Requirements** noted in the personal specification and that you consider that you could successfully carry out the duties and responsibilities of the post, following a reasonable period of instruction and familiarisation.
- ❖ **Ensure that you explain in the Personal Statement section - how you meet the Person Specification Criteria (can be found within the role profile) and indicate, providing examples wherever possible of how your skills and experience can be related to these Criteria and the duties of the post.** Don't forget that whilst your work experience will be important to include in your application, other experience gained outside of work in community and voluntary organisations or leisure interests, could be equally valid. Keep your application concise and to the point.
- ❖ **REMEMBER the decision about whether or not you will be invited to an interview will be based upon the information you provide in your Personal Statement.** It is especially important that you complete the personal statement section as fully as possible to evidence how you meet the requirements for this role. The completed personal statement will provide us with **most** of the information that will be required to assess your application against the person specification criteria.
- ❖ **Read through your application.** Check that you have completed all parts of the process. If there is more than one location or job-share is offered for a post, please indicate your preferences on the application form.

Submit your completed application before the closing date and time via email to recruitment@adultlearning.wales or uploading via our [website](#)

Welsh Language Skills Levels Table

Level	Understanding	Speaking	Reading	Writing
LEVEL 0 (NO SKILLS)	<ul style="list-style-type: none"> Cannot understand everyday expressions, and very basic phrases even if the speaker is talking slowly. Cannot understand simple personal information details e.g. where someone lives, their name and who the person wishes to see. Cannot guess what is being said when someone is giving details about events, such as time and place. 	<ul style="list-style-type: none"> Cannot pronounce place names and personal names correctly. Cannot greet individuals face to face or over the phone. Cannot open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> Cannot read short sentences, e.g. basic signs, simple instructions, agenda items, simple information on forms. 	<ul style="list-style-type: none"> Cannot open and close an e-mail or letter Cannot write personal names, place names, job titles. Cannot write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 1 (ENTRY)	<ul style="list-style-type: none"> Can understand everyday expressions, and very basic phrases if the speaker is talking slowly. Can understand simple personal information details e.g. where someone lives, their name and who the person wishes to see. Can guess what is being said when someone is giving details about events, such as time and place. 	<ul style="list-style-type: none"> Can pronounce place names and personal names correctly. Can greet individuals face to face or over the phone. Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> Can read short sentences, e.g. basic signs, simple instructions, agenda items, simple information on forms. 	<ul style="list-style-type: none"> Can open and close an e-mail or letter Can write personal names, place names, job titles. Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2 (FOUNDATIONAL)	<ul style="list-style-type: none"> Can understand when people talk about everyday situations, e.g. personal information, work, what they have done or would do, provided they talk slowly. Can understand when people ask you or others to do something, and when they're asking about future plans, e.g. requesting a meeting. 	<ul style="list-style-type: none"> Can communicate simple information or ask common questions, e.g. to acquire information from an individual, or colleague. Can hold a short conversation with an individual when exchanging relatively straightforward information. 	<ul style="list-style-type: none"> Can read short messages and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message. 	<ul style="list-style-type: none"> Can write a short message to a colleague asking a question, thanking her/him, explaining something e.g. time and place of a meeting. Can write a short letter or e-mail to arrange an appointment.
LEVEL 3 (INTERMEDIATE)	<ul style="list-style-type: none"> Can understand information being given about common or everyday topics, or when things to do with work are being discussed, e.g. in conversation, or in small group meetings. Can usually understand the main message and details, provided people speak clearly, e.g. when announcements are made or when listening to news bulletins. 	<ul style="list-style-type: none"> Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. Can hold a conversation with an individual when exchanging relatively straightforward information. Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> Can understand most e-mail messages or letters concerning day to day work. Can guess the meaning of a word based on context if the subject is familiar. Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> Can write a letter or e-mail on most topics to ask for things, provide an explanation; describe an experience or situation; invite people or organise an event. Can write relatively accurately on most familiar topics.
LEVEL 4 (ADVANCED)	<ul style="list-style-type: none"> Can follow most conversations and discussions with individuals and colleagues even if the subject matter is unfamiliar. Can understand differences in register and dialect. 	<ul style="list-style-type: none"> Can contribute effectively to internal and external meetings in a work context. Can converse comfortably with individuals and exchange information as required. Can argue for and against a specific case Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> Can read most correspondence and scan long texts to find details. Can understand most newspaper articles and reports with the aid of a dictionary. Can understand novels and other texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> Can produce correspondence of all types, short reports, documents and literature with the support of an editor or electronic aid.
LEVEL 5 (PROFICIENCY)	<ul style="list-style-type: none"> Can easily follow all conversations and discussions between others, on all sorts of topics. Can understand all kinds of spoken Welsh, including lectures or complex discussions. 	<ul style="list-style-type: none"> Can express yourself fully and precisely, even when discussing complex issues. Can adapt your language style according to the audience, e.g. when speaking in a formal context or talking to colleagues. Can speak at length about a complex issue, presenting arguments, and leading the discussion. 	<ul style="list-style-type: none"> Can read and understand nearly all written texts with ease, with only occasional reference to a dictionary. Can read long texts, e.g. reports, articles, to find relevant details and understand nearly all types of writing, e.g. formal or informal. 	<ul style="list-style-type: none"> Can write extended texts, reports, articles, minutes or other types of writing in a style appropriate to the reader. Can write in formal or informal Welsh as necessary. Can write with a high degree of accuracy on a wide range of topics.