



ESOL Tutor

Area: Swansea

Application Pack

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

Within this application pack, you will find the following information

- About Adult Learning Wales
- Role Overview
- What we can offer you
- How to apply
- Role Profile & Person Specification
- Guidelines for completing a job application form

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 represent 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 for an Hourly Paid ESOL Tutor to deliver contextualised ESOL courses in **Swansea** from **September 2025**. Duties will include planning, development, delivering, evaluating and assessing courses and learning programmes in accordance with Learner needs and Adult Learning Wales's Quality Procedures, in support of delivering high quality learning.

We are looking for applications for the delivery of the ESOL provision as set out below.

Contextualised ESOL subjects to be delivered:

- ESOL for Literacy
- ESOL for Employability
- ESOL for Life in the UK
- New to ESOL
- ESOL for Family Learning
- ESOL for Wellbeing

Hours: 8 hours per week (term time only)

Timetable:

Mondays: 10am – 12pm and 12:30pm – 2:30pm

Thursdays: 10am – 12pm and 12:30pm – 2:30pm

Venue: Central Swansea

Delivery method - Face to Face

Contract: Hourly Paid contract, Fixed Term for academic year to July 2026

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

What we can offer you

- £30.76 per hour (including holiday pay)
- Teachers' Pension Scheme
- Continuous Professional Development

How to apply

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

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

Closing date for applications: **12pm Friday 30th May 2025**

Interviews to be held online week commencing 9th June. As part of the interview process you will be asked to deliver a microteach session, and to provide a lesson plan, scheme of work, and any resources for this session.

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 Welsh will not be treated less favourably than applications submitted in English.

ROLE PROFILE

Job Title: ESOL Tutor

Work Base: The normal place of work will be the agreed location(s) where the agreed course(s) are being delivered

Reporting to: Regional Manager

Job Purpose: To plan, develop, deliver, evaluate and assess courses and learning programmes in accordance with Learner needs and Adult Learning Wales' Quality Procedures, in support of delivering high quality learning.

To undertake administrative work in line with regulations for the funding of Adult Learning Wales and award of credit to learners.

To attend all relevant tutor meetings and appropriate Accreditation/Moderation meetings and keep up to date with current developments in one's own curriculum or specialist field. To attend and participate in all relevant learner and tutor meetings. To attend and input into development/verification and moderation activities.

Length of contract: Fixed term to end of 2025/26 academic year

Hours of work: 8 hours per week (term time only)

Pay scale: Tutor hourly pay rate

Please be aware that in order to begin teaching for Adult Learning Wales, an enhanced DBS check may need to be carried out if appropriate.

Main duties and responsibilities

1. Planning and Preparing Courses

- Preparing lesson plans and schemes of work for learning programmes that meet learning outcomes, and are in line with awarding body requirements as appropriate
- Planning learning sessions in line with Adult Learning Wales's Quality Procedures
- Ensure that essential skills are integrated into learning programmes whenever possible
- Selecting a range of learning methods to meet learners' needs
- Encouraging individual learning, and facilitating learning through experience
- Selecting learning materials and incorporating e-learning methods as appropriate in support of learning
- Incorporating due attention to ESDGC and the Welsh Dimension; history, language and culture

2. Supporting learners

- Assessing learners' previous learning experiences and achievements, providing them with appropriate advice and guidance, and ensuring that learners are aware of possible progression routes
- Ensuring that learners are aware of and have access to appropriate support and guidance services, and that they receive a copy of the Learner Handbook
- Establishing and maintaining a safe and effective learning environment
- Promoting opportunities for learners to study and/or be assessed through the medium of Welsh
- Differentiate learning to meet the needs of individuals

3. Delivering Courses and managing the learning process
 - Delivering high quality learning using an appropriate range of teaching methods, including structuring sessions appropriately to provide pace and maintain interest
 - Providing opportunities for learners to develop basic essential, digital and Welsh skills
 - Maintaining effective working relationships with learners
 - Keeping in regular contact with National, Regional and Provisional Managers and team members
 - Providing updates with regards to learner numbers and course changes
4. Quality issues and assessing outcomes
 - Complying with all Adult Learning Wales's Policies and Procedures appropriate to the Part Time Tutor role as set out annually in the Tutor Handbook
 - Using a range of appropriate assessment methods in line with learners' needs and awarding body requirements as appropriate, and communicating these to learners
 - Ensuring that learners are provided with clear and constructive written and oral feedback within appropriate timescales
 - Completing the annual individual Part-Time Tutor self-assessment
 - Negotiating, maintaining and monitoring Individual Learning Plans and assessment records in accordance with Adult Learning Wales's Quality Procedures
 - Submitting timely and accurate records
 - Ensuring that learners participate in opportunities to provide feedback
 - Developing assessment methods
5. Self development and planning future practice
 - Obtaining, or working towards, a Level 4 (Certificate in Education & Training, Certificate in Teaching in the Lifelong Learning Sector) or Level 5 teaching qualification (Diploma in Education & Training, Certificate in Education, Diploma in Teaching in the Lifelong Learning Sector, Professional Certificate in Education)
 - Evaluating one's own practices in relation to learner, programme and organisational needs
 - Using feedback from Adult Learning Wales' Quality Procedures to improve own practice
 - Attending annual Tutor days and meetings, Quality briefings and relevant Accreditation/Moderation meetings
 - Sharing good practice
 - Keeping up to date with, and informed about current developments in educational practice in own curriculum or specialist field
 - Use reflective practice techniques to continually improve and develop
6. General
 - To comply with all guidelines relating to the Tutor role
 - To maintain contact with your Regional/YCPW Manager/Curriculum Development Coordinator/regional administration support, and inform them immediately of any changes, cancellations or other significant matters pertaining to high quality delivery. In an emergency, please contact the Regional Office
 - To maintain contact and liaise with Branch or Partner organisation, where appropriate
 - To undertake administrative tasks in line with regulations for the funding of Adult Learning Wales
 - To actively support and practice equality of opportunity for learners and staff in Adult Learning Wales
 - To take reasonable care for the health and safety of yourself and other persons as appropriate in the workplace, and to comply with health and safety legislation

- Carry out all activity in line with the code of practice set out by the Education Workforce Council
- Promote equality of opportunity

- 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 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.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND QUALIFICATIONS	<p>Minimum of Level 3 (PTTLS, AET) or Level 4 (CTTLS, Certificate in Education & Training) teaching qualification dependant on the learning being delivered</p> <p>Level 3 or above ESOL Practitioner Qualifications:</p> <ul style="list-style-type: none"> • CELTA • DELTA • TESOL • Level 3 ESOL Practitioners qualification <p>Registration with the Education Workforce Council</p>	<p>Level 5 or above teaching qualification</p> <p>Subject qualification to at least a level above that being taught or proven experience and competence</p> <p>Level 3 Assessor – A1</p> <p>Level 4 IQA – V1</p> <p>Adult Education Guidance qualification</p>
EXPERIENCE	<p>Experience of delivering learning within curriculum area</p> <p>Experience of planning learning including lesson plans and schemes of work in line with awarding body requirements</p>	<p>Experience of teaching in community venues</p> <p>Experience of teaching adult learners</p> <p>Experience of working with or for voluntary groups or charitable organisation</p> <p>Experience of following quality and inspection requirements</p> <p>Experience of embedding Welsh Language and dimension</p> <p>Experience of teaching bilingually/through the medium of Welsh</p>
SKILLS, KNOWLEDGE, ATTITUDE	Understanding of and commitment to Adult Learning Wales's ethos	Understanding of quality systems and self-assessment

	<p>Well-developed interpersonal and communication skills</p> <p>Capacity to motivate and stimulate non-traditional learners</p> <p>Ability to assess learners</p> <p>Ability to support differentiated learning needs</p> <p>Ability to advise and support learners</p> <p>Well-developed organisational and administrative skills</p> <p>Good all round IT skills covering word processing and e-mail, able to access data</p> <p>Familiarity with the values and processes of community learning and/or Workplace/TU</p> <p>Commitment to making an active offer of bilingualism</p> <p>Commitment to Equal Opportunities</p> <p>Willing to undertake training and development</p>	<p>Ability to support literacy needs</p>
WORKING PATTERN	<p>Willing to work flexibly, including some weekend and evening work</p>	
OTHER REQUIREMENTS	<p>Willing to undertake an enhanced DBS check if appropriate depending on the learner group</p> <p>Willing to travel as the post requires</p>	<p>Has current driving licence and access to own transport</p> <p>Ability to speak Welsh</p>

Guidelines for completing a job application form

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

- **Role Profile** for the role you are applying for.
- **Personal Specification** (this is the last section of the role profile document) for the role you are applying for.
- ❖ **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 (**detailed in the person specification**).
- ❖ **Check that you are able to meet the minimum 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. **Please note that the criteria in the desirable column would be an advantage, but are not a requirement in order to be shortlisted for interview.**
- ❖ **Ensure that you explain in the Personal Statement section - how you meet the requirements of the person specification and indicate, providing examples where possible of how your skills and experience can be related to 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