**Flexible Essential Skills Literacy Tutor**

**Salary: Hourly Paid, £25.40 an hour (including holiday pay)**

**Fixed term contract until July 2022**

**Variable Hours**

**Provision delivery method: Online**

**\*Please note** courses will be delivered online via MS Teams **however,** Tutors will be expected to attend class to facilitate / invigilate exams etc.

**Areas: North Wales Region:** (Conwy, Denbighshire, Flintshire, Gwynedd, Anglesey, Wrexham)

**South West and Mid Wales Region** (Carmarthenshire, Ceredigion, Neath Port Talbot, Pembrokeshire, Powys, Swansea)

**South East Wales Region:** (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taf, Torfaen, Vale of Glamorgan)

We have a fantastic opportunity for qualified Essential Skills Literacy tutors to join a pan-Wales organisation committed to serving the adult population of Wales with inspirational, life changing opportunities.  Addysg Oedolion Cymru | Adult Learning Wales is a democratic, independent and voluntary movement, committed to widening participation, promoting active citizenship and skills development and providing the best quality learning, working collaboratively with its partners.

We are looking for highly skilled, qualified tutors to deliver high quality Essential Skills Literacy learning to learners in the North region, South West and Mid Wales region and South East region. The ability to deliver bilingually would be an advantage, particularly in North Wales, but this is not essential.

**About the Job**

You will plan, develop, deliver, evaluate and assess Essential Skills Literacy learning programmes in accordance with learner needs and Addysg Oedolion Cymru | Adult Learning Wales’s Quality processes and Procedures.  You will deliver high quality Essential Skills Literacy learning using a range of teaching methods and use a range of appropriate assessment methods in line with learner needs and awarding body requirements.  You will ensure that learners are provided with clear and constructive feedback within appropriate timescales.

**About you**

A minimum Level 3 teaching qualification and a Level 3 Literacy Practitioners qualification are essential for this post.  You will have experience of community education, adult education and Literacy provision delivery, and of participation in internal quality procedures. A Level 5 teaching qualification and Qualifications in Adult Education Guidance and Internal Quality would be desirable.

**About our benefits**

There are attractive benefits on offer for the right candidate including:-

* £25.40 per hour (including holiday pay)
* Flexible hours
* Regular travel throughout Wales
* Teachers’ pension scheme

Addysg Oedolion Cymru | Adult Learning Wales is committed to support 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 all people from all backgrounds with the experience and skills needed to perform this role.

**How to apply**

**Please** **note CV’s are not accepted,** apply using the application pack below and return it to   
[**Recruitment@adultlearning.wales**](mailto:Recruitment@adultlearning.wales)

**The closing date for this post is** **5pm on Friday 10th December 2021**

We welcome applications in Welsh

**ROLE PROFILE**

**Job Title:** Essential Skills Literacy 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 Addysg Oedolion Cymru | Adult Learning Wales’s Quality Procedures, in support of delivering high quality learning.

To undertake administrative work in line with regulations for the funding of

Addysg Oedolion Cymru | 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 academic year

**Hours of work:** Variable

**Pay scale:** Tutor hourly pay rate

**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 Addysg Oedolion Cymru | 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

1. 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

1. 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

1. 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 Addysg Oedolion Cymru | Adult Learning Wales’s Quality Procedures
* Submitting timely and accurate records
* Ensuring that learners participate in opportunities to provide feedback
* Developing assessment methods

1. Self-development and planning future practice

* Obtaining, or working towards, a Level 4 teaching qualification (PGCE, Certificate of Education, FAETC Stage 2, CTLLS at Level 4, Certificate of Education and Training)
* Evaluating one’s own practices in relation to learner, programme and organisational needs
* Using feedback from Addysg Oedolion Cymru | Adult Learning Wales’s 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
* Register as a user of the Teaching & Learning Network for the purpose of planning, preparation and CPD

1. General

* To comply with all guidelines relating to the Part Time Tutor role
* To maintain contact with your National/Regional/Provisional Manager/Curriculum Delivery Officer/regional administration support, and inform him/her 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

Addysg Oedolion Cymru | Adult Learning Wales

* To actively support and practice equality of opportunity for learners and staff in Addysg Oedolion Cymru | 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

1. 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
2. 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.
3. This description is not intended to establish a total definition of the job but an outline of the duties.

**PERSON SPECIFICATION**

**CRITERIA ESSENTIAL DESIRABLE**

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| EDUCATION, TRAINING AND QUALIFICATIONS | Minimum of Level 3 (PTTLS, AET) teaching qualification  Level 3 Literacy Practitioners qualification  Registration with the Education Workforce Council | Level 5 or above teaching qualification  Essential Skills qualification  Subject qualification to at least a level above that being taught or proven experience and competence  Level 3 Assessor – A1  Level 4 IQA – V1  Adult Education Guidance qualification |
| EXPERIENCE | Experience of delivering Essential Skills Literacy learning  Experience of planning learning including lesson plans and schemes of work in line with awarding body requirements | Experience of teaching in community venues  Experience of teaching adult learners  Experience of working with or for voluntary groups or charitable organisation  Experience of following quality and inspection requirements  Experience of embedding Welsh Language and dimension  Experience of teaching bilingually/through the medium of Welsh |
| SKILLS, KNOWLEDGE, ATTITUDE | Understanding of and commitment to Addysg Oedolion Cymru |  Adult Learning Wales’s ethos  Well-developed interpersonal and communication skills  Capacity to motivate and stimulate non-traditional learners  Ability to assess learners  Ability to support differentiated learning needs  Ability to advise and support learners  Well-developed organisational and administrative skills  Good all round IT skills covering word processing and e-mail, able to access data  Familiarity with the values and processes of community learning and/or Workplace/TU  Commitment to making an active offer of bilingualism  Commitment to Equal Opportunities  Willing to undertake training and development | Understanding of quality systems and self-assessment  Ability to support literacy needs |
| WORKING PATTERN | Willing to work flexibly, including some weekend and evening work |  |
| OTHER REQUIREMENTS | Willing to undertake an enhanced DBS check if appropriate depending on the learner group  Willing to travel as the post requires | Has current driving licence and access to own transport  Ability to speak Welsh |

**Academic Year 2021/2022**

Part-time **ES Literacy** Tutor Application Form  
  
Addysg Oedolion Cymru | Adult Learning Wales is committed to support 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 all people from all backgrounds with the experience and skills needed to perform this role.

Our Employment Privacy Notice is available on the ‘Jobs’ page of the Addysg Oedolion Cymru | Adult Learning Wales website at: <https://www.adultlearning.wales/en/about/jobs>

If there are no current vacancies at the time of your application, we would like to hold your data on our prospective tutor list for twelve months. If no vacancies arise during this time, we will delete your application form and remove your data from our prospective tutor list at the end of this period. If you are not content with this, please let us know at any time and we will delete your information.

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| **Filter Questions** |  |
| Can you give evidence that you possess a recognised teaching qualification at level 3 or above? | **YES/NO** |
| Can you give evidence that you possess an Essential Skills Practitioner qualification at level 3 or above? | **YES/NO** |
| Can you provide evidence of your prior experience of tutoring or teaching Essential Skills? | **YES/NO** |
| Can you provide evidence of your eligibility to work in the UK? | **YES/NO** |
| **Please note: if you have answered NO to any of the above questions we will be unable to progress with your application at the present time. Please contact the HR team at Addysg Oedolion Cymru | Adult Learning Wales for further details. Thank you for your interest in working for Addysg Oedolion Cymru | Adult Learning Wales.** | |
| Are you registered with the Education Workforce Council?  Successful candidates will be expected to register with the Education Workforce Council and will be required to meet the registration fee themselves. | **YES/NO**  **I understand that I will need to meet the registration fee for Education Workforce Council myself 🞏** |
| Are you currently under investigation by the EWC or subject to any sanctions imposed by the EWC? | **YES/NO** |

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| **SECTION 1** | | | | |
| **EMPLOYMENT HISTORY**  **Please give details of employment to date including voluntary work in chronological order starting with your current or most recent employment**. | | | | |
| **Dates** | | **Employer** | **Brief outline of Duties and Responsibilities** | **Reason for Leaving** |
| **From:** | **To:** |
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| **Personal Statement**  **Please outline your suitability for the post, referring to the person specification when writing your personal statement.** |
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| **Membership of Professional Bodies** | | |
| **Name of Body** | **Grade of membership** | **Renewal Date** |
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| **QUALIFICATIONS**  **Please indicate academic and teaching qualifications.**  **Please note that all tutors registering with Addysg Oedolion Cymru / Adult Learning Wales must hold a recognised teaching qualification.** | | | | |
|  | | | **Grade** | **Date Achieved** |
| GCSE (or equivalent) Mathematics | | |  |  |
| GCSE (or equivalent) English | | |  |  |
| **Qualification** | **Classification and Subject** | | **Grade** | **Date Achieved** |
| Certificate of Higher Education, HNC, MSD |  | | 🞎 |  |
| Intermediate HNC, HND, Foundation Degree |  | | 🞎 |  |
| Honours Degree |  | | 🞎 |  |
| Masters |  | | 🞎 |  |
| Doctoral |  | | 🞎 |  |
| **Teaching Qualifications** | | | | |
| **Level** | **Type (please specify)** | | **Date Achieved** | |
| Level 3 | AET  PTTLS  FAETC | 🞎  🞎 🞎 |  | |
| Level 4 | FAETC Level 4  CTTLS  PCET  CET  Cert Ed | 🞎  🞎 🞎  🞎  🞎 |  | |
| Level 5 | DTTLS  PGCE  Bed | 🞎  🞎  🞎 |  | |

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| **Assessor Awards** | | | |
| **Level** | **Type (please specify)** | | **Date Achieved** |
| Level 3 | Assessors Award  A1  D32 | 🞎  🞎 🞎 |  |
| Level 4 | IQA  V1  D33 | 🞎  🞎  🞎 |  |
| **Essential Skills/ESOL TEACHING Qualification (please give details)** | | | |
| **Level** | **Type (please specify)** | | **Date Achieved** |
| Level 3 | Certificate for Essential Skills Practitioners (Literacy)  Certificate for Essential Skills Practitioners (Numeracy)  Certificate for Essential Skills Practitioners (Digital Literacy) | 🞎  🞎  🞎 |  |
| Level 5 | Certificate in Teaching Literacy  Certificate in Teaching Numeracy | 🞎  🞎 |  |
| Level 3 | Certificate for Essential Skills Practitioners (ESOL) | 🞎 |  |
| Level 5 | TESOL  CELTA | 🞎  🞎 |  |
| Level 7 | DELTA | 🞎 |  |

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| **The Flexible Essential Skills courses are delivered online, please outline your experiences of delivering online including which platforms you have used.** |
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**Please indicate when you would be available to teach:**

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| **Available Daytime** | **Yes/No** | **Available**  **Evening** | **Yes/No** | **Licence Holder**  **Access to car** | **Yes/No**  **Yes/No** |

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| **Exams are held at teaching locations/class, the tutor will need to be in attendance for this. Please indicate your location (e.g. Local authority area, town etc and any restrictions on teaching location:** |  |

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| Please record your Welsh language skills levels using the **Welsh Language Skills Level Table** | | | | | | |
|  | **Understanding** | **Speaking** | | **Reading** | | **Writing** |
| 0 |  |  | |  | |  |
| 1 |  |  | |  | |  |
| 2 |  |  | |  | |  |
| 3 |  |  | |  | |  |
| 4 |  |  | |  | |  |
| 5 |  |  | |  | |  |
| Do you have experience of Welsh medium teaching? | | | **Yes / No** | | | |
| Do you have experience of bilingual teaching? | | | **Yes / No** | | | |
| Please state your preferred language of communication | | | | | **Welsh / English** | |
| If you were invited to attend an assessment, please state your preferred language of assessment | | | | | **Welsh / English** | |

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| **CLOSE PERSONAL RELATIONSHIPS** | |
| Close personal relationships are defined as follows: romantic/sexual relationships; family relationships; business/financial/commercial relationships; and close friendships.  These include:   * Spouse/partner * Dating couples * Parents/in laws/Step parents * Children/Step children * Siblings * Grandparents and grandchildren * Aunts, uncles and cousins * Close friends | |
| **Do you have a close personal relationship with an existing member/s of Addysg Oedolion Cymru | Adult Learning Wales staff?** | Yes/No |
| **If yes, please describe the nature of this relationship:** |  |

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| **REFERENCES** | |
| Please provide in full, the name, address (including post code) and telephone number of two references. References will be requested for all successful applicants.  Please sign below to give your consent to your referees being contacted should your application be successful. | |
| **REFEREE 1.** | |
| **Organisation name:** | |
| **Organisation address:** | **Name of Referee:**  **Email address/telephone number:** |
| **REFEREE 2.** | |
| **Organisation name:** | |
| **Organisation address:** | **Name of Referee:**  **Email address/telephone number:** |

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| I give my permission for the above referees to be contacted in order for references to be obtained, should my application be successful.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Many thanks for completing this form. Please note that the submission of this form is a declaration that all the information you have provided is correct.**

**EQUAL**

**EQUAL OPPORTUNITIES MONITORING**

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| **PERSONAL DETAILS**  Your personal details will be removed from your application form and your suitability for the role will be based on the information provided in section 2 which relates to your qualifications, skills, knowledge and experience. | | |
| **Title:** | **First name(s):** | **Last name:** |
| **Address:** | | **Postcode:**  **Email address:**  *Please note that your email address will be used as a primary source of communication wherever possible, so please ensure its accuracy* |
| **National Insurance No:** | | |
| **Daytime Telephone number:** | | **Mobile:** |

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| We would be grateful if you take the time to provide us with the equal opportunities information detailed below. We collect this information to monitor and evaluate distribution of diversity across the Adult Learning Wales. We also use this information to ensure that we comply with legislation.  Please indicate the categories which you feel most appropriately describe yourself. |
| What is your gender? Man  Woman  Non-binary  Prefer not to say  If you prefer another term, please enter it here: |
| What is your date of birth? |
| What is your religion or belief?   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No religion or belief |  | Atheist |  | Buddhist |  | | Christian |  | Hindu |  | Sikh |  | | Muslim |  | Jewish |  | Prefer not to say |  | |
| If you have another religion or belief not on this list, please enter it here: |
| Are you married or in a civil partnership?  Married  Civil Partnership  Prefer not to say |
| Race and Nationality   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | White Welsh | White English | | | | | White Scottish | | | | | White Northern Irish | | | | White Irish | White British | | | | | White Gypsy or Irish Traveller | | | | | | | | | Any other white background, please enter it here: | | | | | | | | | | | | | | | Asian/Asian British | | Indian | | | Pakistani | | | | Bangladeshi | | | | Chinese | | Any other Asian background, please enter it here: | | | | | | | | | | | | | | | Black/African/Caribbean/Black British | | | | | | | | African | | | | Caribbean | | | Any other Black/African/Caribbean background, please enter it here: | | | | | | | | | | | | | | | Mixed/multiple ethnic groups | | | White and Black Caribbean | | | | | | | | | | | | White and Black African | | | | White and Asian | | | | | | Asian and Black Caribbean | | | | | Asian and Black African | | | | | | | | | | | | | | | Any other mixed background, please enter it here: | | | | | | | | | | | | | | | Other ethnic group | | | | | | | Arab | | | | | | | | Any other ethnic group, please enter here: | | | | | | | | | | | | | | | Prefer not to say | | | | | | | | | | | | | | |
| What is your sexual orientation?  Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Prefer not to say  If you prefer to use your own term, please specify here: |
| Do you consider that you have a disability under the Equality Act 2010?  Yes  No  Prefer not to say  If yes, what is the nature of the disability? Please enter here:  \*\* Please note that this information is being sought for monitoring purposes. If you require adjustments to your job because of your disability, please talk to your line manager \*\*  *Applicants with a disability who successfully secure an interview will be given the opportunity to discuss how we can accommodate their needs both during the recruitment process and in the event that they secure employment with the Addysg Oedolion Cymru | Adult Learning Wales.* |
| Do you have caring responsibilities? If yes, please tick all that apply.  None    Primary carer of a child/children (under 18)  Primary carer of a disabled child/children  Primary carer of a disabled adult (18 and over)  Primary carer of an older person  Secondary carer (another person carries out the main caring role)  Prefer not to say |

