

Animal Care Tutor/Assessor

Contract term: Temporary, full-time to cover a period of maternity leave (approx. 12 months)

Hours: 37 hours per week

Location: ACT Skills Centre, Hadfield Road, Cardiff

Salary: Starting salary of £24,100 per annum rising to £28,000 per annum.

If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.



What you'll do:

We are looking for an innovative and empathetic individual who will develop and provide skills training and activities for learners on Jobs Growth Wales+ (JGW+) programmes. The primary purpose of the role is to engage with learners who are not in education, employment, or training (NEET) through set modules comprising of mini projects, volunteer, enterprise and community schemes.

The successful applicant will have the ability to differentiate and challenge all learners' ability levels. Group sizes can vary between 15 – 30 learners whose ages range between 16 and 19 years old. As an Animal Care Tutor/Assessor you will help learners to think about their futures and provide some focus on accessible career paths, whilst creating progression opportunities for both further work-based learning and employment.

The role is predominately based at ACT's Hadfield Skills Centre, however, frequent cover across other centres is to be expected, dependent on learner need.

The Animal Care Tutor fits within the JGW+ department reporting to the Animal Care Sector Lead.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year



- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

- Greeting learners and visitors to the centre and directing them to the appropriate area
- Monitoring and managing learner behaviour around the centre
- Reminding learners of standards and behaviour policies
- Supporting staff with learner behaviour management and de-escalation of incidents
- Providing pastoral support to learners
- Ensuring the safety of all staff learners and visitors using the centre
- Learning, as part of one-to-one conversations with learners, about their goals and desired outcomes. This can include issues around emotional health and wellbeing, substance misuse, criminal activity, sexual health, physical health, education and training, housing and other areas where the learner may need support to access services
- Supporting learners to work towards their goals by building a relationship that establishes trust so that they feel able to have conversations about issues of a more personal nature
- Learning from and determining with learners ways in which they may be at risk and working collaboratively to develop measures that reduce risk
- Acting as a Designated Safeguarding Officer for the centre
- Reporting all safeguarding concerns in an accurate and timely manner, liaising frequently with the Centre Delivery Manager
- Providing cover for the Centre Caretaker during period of absence
- Adhering to and promoting ACT's environmental and sustainability practices.
- Adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your Manager, which may be necessary from time to time.

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Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality
- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.

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Person Specification

What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable		
Experience	A	Application	Minimum of 2 years' experience of working with NEET learners	A	Application/ Interview	Working within the Work Based Learning/training sector
Qualifications & Knowledge	A	Application/ Certificate verification	Good level of Literacy & Numeracy: Grade C or equivalent	A	Application/ Interview	Knowledge of Work Based Learning sector
				B	Application/ Interview	IQA Qualification
	B	Application/ Certification Verification	Level 3 or above qualification in Animal Care	C	Application/ Certification Verification	Teaching qualification/assessor, such as PGCE TAQA or equivalent
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh Speaker
	B	Interview	Ability to develop others			
	C	Interview	Proven track record of meeting targets			
	D	Interview	The ability to identify potential barriers to learning and to plan strategies to overcome these barriers			
	E	Interview	Excellent written and verbal communication skills			
	F	Interview	Well organised			
	G	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	H	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	I	Interview	Team player with ability to work on own initiative			

		Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence and has access to vehicle			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=24474-20BAFAB4-FFB0-4D47-91AA-B60E571959C1>

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