

Essential Skills Tutor Job Description

Contract term: Permanent, part-time

Hours: 22.5 hours per week (3 days)

Location: Predominately based from home with some field based and centrebased delivery

Salary: Starting salary of £15,202.71 per annum rising to £17,027.03

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 Essential Skills Tutor to join our Essential Skills Team.

The role involves the delivery and assessment of Essential Skill qualifications including Literacy, Numeracy and Digital Literacy (Entry levels, plus levels 1 - 3), alongside supporting learners working towards Apprenticeship and Jobs Growth Wales+ programmes whose initial assessment results may range from Entry level 1 to L3. You will work collaboratively across departments to communicate learner progress and ensure timely completion of Essential Skills Qualifications.

The role is based from home with virtual Essential Skills delivery as well as delivery at ACT centres and employer visits. This role fits within the Essential Skills Team reporting to the Essential Skills Manager.

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

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- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

- Organise and deliver training, assessments, workshops with centre based/virtual activities to enable learners to achieve Essential Skills qualifications. The role may involve some employer visits depending on learning needs.
- Support Essential Skills delivery across the Apprenticeship and Jobs Growth Wales+ programmes.
- Use results of diagnostic assessments to plan learner support and delivery.
- Develop contextualized lesson plans and resources to ensure all Essential Skills are meaningful to learners.
- To meet delivery, marking and submission targets for Essential Skills qualifications as agreed with Essential Skills Manager.
- Use the Vision system to manage own caseload effectively to ensure accuracy of all data and all ACT and Welsh Government requirements are being met.
- Use e-portfolio Onefile to manage all individual learner delivery and assessment.
- Assess, support and develop learner's Literacy, Numeracy, Digital Literacy and knowledge of Sustainable Development, Global Citizenship and British Values, Welsh Language and Culture through delivery of qualifications and enrichment activities.
- To provide peer support to assessors on delivery of Essential Skills and assessments.
- To provide feedback to the vocational assessor/tutor through vision and Onefile to ensure meaningful reviews take place.
- To attend standardisation meetings as required.
- To ensure equality and fair treatment of learners.
- Meet the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
- Ensure all relevant Welsh Government and ACT administrative paperwork is completed accurately and promptly.

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- Maintain and record own CPD and occupational competence by attending sector, awarding body and internal training.
- Contribute towards development of curriculum and strategic plans.
- Communicate regularly and professionally with apprenticeship employers to maintain good relationships and engagement in the learning process. Develop links with employers to promote new business as appropriate. Act as a conduit between employers and ACT ensuring that all business leads are referred to the appropriate ACT nominee. Recruit new learners as agreed with Line Manager. Engage with employers/mentors to ensure effective progression, whilst meeting the business needs.
- Ensure learners wellbeing by carrying our health and safety monitoring and following safeguarding procedures.
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events.
- Take part in, support and carry out actions from quality processes e.g. quality observation, standardisation activities, audits, learner feedback.
- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Use evidence and research to improve practice.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.
- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- To adhere to and promote ACT's environmental practices.
- 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	Experience	Minimum of 2 years' recent experience of teaching Essentials Skills or Maths/English/IT/DL	A Application/ Interview	Experience of working within the Work Based Learning Sector	
				B Application/ Interview	Previous delivery of Essential Skills qualifications	
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum L3 Essential Skills in either Application of Number, Communication, Digital Literacy or an equivalent teaching qualification	A Application/Certificate verification	Level 3 Essential Skills Practitioner Qualification	
	B	Application/ Certificate verification	Experience of using various learning software such as Nearpod and e-portfolio systems such as OneFile.	B Application/ Certification Verification	Level 2/3 Learner Support	
	C	Interview	Knowledge of Essential Skills qualifications	C Application/ Certification Verification	Level 5 Certificate in Teaching Adults	
	D	Interview	Knowledge of how to support learners with additional learning needs	D Application/ Certification Verification	TAQA qualification or equivalent assessor qualification or working towards	
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	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	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			
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Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=24550-3F6A8E21-D4F3-4717-8D22-76C9D4D9386E>

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