



## Essential Skills Tutor – Traineeships

**Contract term:** Permanent

**Hours:** 37 hours per week

**Location:** split across the following ACT centres; Aberdare Skills Centre, Bridgend Skills Centre & Cardiff Skills Academy.

**Salary:** up to £23,500 per annum pro rata

**If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven 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.

You will deliver and assess Essential Skill qualifications including Literacy, Numeracy and Digital Literacy, alongside supporting learners working towards Traineeship programmes whose initial assessment results may range from entry level to level 2. You will work collaboratively across departments to communicate learner progress and ensure timely completion of Essential Skills qualifications.

The role is classroom based with some elements of travel across ACT Centres (across Wales) and fits within the Essential Skills Team reporting to the Essential Skills Lead.

## What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Car uplifts (where applicable)
- 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:

- Organise and deliver training, assessments, workshops and activities both face to face and virtually to enable learners to develop their skills and achieve Essential Skills qualifications.
- Use results of diagnostic assessments to plan learner support and delivery.
- Develop contextualised lesson plans and resources to ensure skills development is meaningful to learners.
- To meet delivery, marking and submission targets for Essential Skills qualifications as agreed with Essential Skills Lead.
- Use the Vision system and OneFile eportfolio to manage own caseload effectively, monitoring learner progress to target achievement dates whilst ensuring accuracy of all data and all ACT and Welsh Government requirements are being met.
- 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 mentoring support to assessors on delivery of skills development and Essential Skills assessments.
- To support the Essential Skills Apprenticeship delivery team where required.
- 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.
- 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 other departments to maintain good relationships and engagement in the learning process.
- Recruit new learners as agreed with Line Manager and Centre Managers.
- Engage with centre routes to ensure effective progression, whilst meeting the business needs.
- Ensure learners wellbeing by carrying out 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.
- Any other duties as requested by your Manager, which may be necessary from time to time.
- To adhere to and promote **ACT's** environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

### 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.

## Person Specification

### What we are looking for:

	Assessment Method		Essential	Assessment Method		Desirable
<b>Experience</b>	<b>A</b>	Experience	Minimum of 2 years' recent experience of teaching Essentials Skills or Maths/English/IT/DL	<b>A</b>	Application/ Interview	Experience of working within the Work Based Learning Sector
				<b>B</b>	Application/ Interview	Previous delivery of Essential Skills qualifications
<b>Qualifications &amp; Knowledge</b>	<b>A</b>	Application/ Certificate verification	Minimum L3 Essential Skills in Application of Number, Communication and Digital Literacy or equivalent qualification	<b>A</b>	Application/Certificate verification	Level 3 Essential Skills Practitioner Qualification / A level or higher qualifications in any literacy/numeracy/digital literacy/IT
	<b>B</b>	Application/ Certificate verification	Level 3 teaching qualification or equivalent	<b>B</b>	Application/ Certification Verification	Teaching degree / Level 5 Certificate in Teaching Adults / TAQA qualification or equivalent assessor qualification or working towards
	<b>C</b>	Interview	Knowledge of Essential Skills qualifications	<b>C</b>	Application/ Certification Verification	
	<b>D</b>	Interview	Knowledge of how to support learners with additional learning needs	<b>D</b>	Application/ Certification Verification	Level 2/3 Learner Support
<b>Skills &amp; Attributes</b>	<b>A</b>	Interview	Creative and passionate for training/learning	<b>A</b>	Interview	Welsh speaker
	<b>B</b>	Interview	Ability to develop others			
	<b>C</b>	Interview	Proven track record of meeting targets			
	<b>D</b>	Interview	Excellent written and verbal communication skills			
	<b>E</b>	Interview	Well organised			
	<b>F</b>	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel, plus eportfolio systems and data management systems			
	<b>G</b>	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	<b>H</b>	Interview	Team player with ability to work on own initiative			
	<b>I</b>	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			

<b>Personal Qualities</b>	<b>A</b>	Interview	To uphold ACT Values			
<b>Other</b>	<b>A</b>	Interview	Hold a full U.K. driving licence			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=19103-6033FBC3-43DB-44B8-979D-297B0F709E5D>

**INVESTORS IN PEOPLE™**  
We invest in people Platinum  
Rydym yn buddsoddi mewn pobl Platinwm

