



## Jobs Growth Wales + Skills Tutor – IT & Business

**Contract term: Permanent, full-time**

**Hours: 37 hours**

**Location: ACT Head Office & Skills Centre, Ocean Park House, Cardiff**

**Salary: £24,100 rising to £28,000 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 a passionate individual to develop and provide skills training and activities for learners on 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. As part of the role you will also be delivering IT qualifications to learners with an interested in a career in IT and Business Administration.



You will have the ability to differentiate and challenge all learners' ability levels. As a Skills Tutor 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 based in at our Ocean Park House centre. The role fits within the OPH team reporting to the Delivery 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
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

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We invest in people Platinum  
Rydym yn buddsoddi mewn pobl Platinwm



## What you are responsible for:

- To organise meaningful training and activities for learners, including trips and guest speakers in line with JGW+.
- To organise meaningful IT and office skills training activities for learners including managing the resources required to deliver effective training.
- To deliver engaging practical and theory training sessions and assessments to provide evidence towards all IT and Employability qualifications.
- To plan and deliver progressive sessions that build on previous learning and provide evidence towards employability and personal development, underpinning any relevant qualifications highlighted in their referrals. Additional curriculum development sector knowledge and centre needs WELLBEING
- To support the development of the curriculum based on quality matrix, wellbeing wheel and other relevant themes
- To ensure learners are adequately prepared and given the opportunity to progress based on individual needs by liaising effectively with relevant staff.
- To use Vision2 and other in-house systems in order to monitor learner progress and maintain relevant performance standards.
- To identify learners who are at high risk of disengaging and implement strategies to prevent this from happening (enlisting the support of learning coaches where necessary).
- To liaise with Job Centres, Careers Companies, support agencies and relevant stakeholders in order to promote ACT's services and maintain good working relationships.
- To provide prospective learners with information on ACT's programmes and services and assist in promoting and marketing learning programmes to employers and learners.

- To liaise with World of Work Tutors to support learners in finding relevant placements and employment opportunities/tasters.
- To complete meaningful learning plans and reviews
- To carry out meaningful interviews, inductions, initial assessments and reviews on learners to measure progress and identify actions and training needs.
- To provide mentoring support to learners on all routes.
- To carry out any related administrative duties required enabling the smooth running of the JGW+ Programmes liaising with all routes and administrative department.
- To adhere to and promote ACT's environmental practices.
- Support other centres and sites with sessions if required
- Celebrating success of learners and organising relevant activities when appropriate
- Promoting Wales and Welsh culture, British Values and Prevent.
- For the development and delivery of a varied timetable to support vocational and personal skills and knowledge
- To contribute to differentiated curriculum that is diverse and inclusive to all
- To ensure positive progressions for learners leaving ACT and follow up outcomes
- Collection of suitable and timely progression evidence
- To monitor and maintain learner attendance by carrying out learner reengagement activities such as calls the same day a learner is missing and possible home visits where necessary.
- 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 Lead Tutor or Delivery Manager, which may be necessary from time to time.

### Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing 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>	Application/ Interview	Experience of teaching/delivery within a learning environment	<b>A</b>	Application/ Interview	Experience of delivery within the Work Based Learning Sector
	<b>B</b>	Application/ Interview	Experience of qualification delivery			
	<b>C</b>	Application/ Interview	Minimum of 3 years' occupational experience within the IT/ Business Administration industry			
<b>Qualifications &amp; Knowledge</b>	<b>A</b>	Application/ Certificate verification	Good level of Maths and English GCSE C or above (spoken and written)	<b>A</b>	Application/ Certificate verification	Teaching/assessing qualification
	<b>B</b>	Application/ Certificate verification	Relevant industry specific qualification at level 2 or above	<b>B</b>	Application/ Certificate verification	Qualified IQA
				<b>C</b>	Application/ Interview	Knowledge of media software and applications such as the Adobe suite
<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			
	<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>J</b>	Interview	Able to relate to the needs of young people			
	<b>K</b>	Interview	Able to work well with people at all levels			
<b>Personal Qualities</b>	<b>A</b>	Interview	To uphold ACT Values			
	<b>B</b>	Interview	Resilient			
	<b>C</b>	Interview	Adaptable			
	<b>D</b>	Interview	Flexible			
<b>Other</b>	<b>A</b>	Interview	Hold a full U.K. driving licence and 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=21572-D097545F-5F3C-4545-A38B-898CCA9EA762>

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