

Jobs Growth Wales + Skills Tutor – Motor Vehicle

Contract term: Permanent, full-time

Hours: 37 hours per week

Location: ACT Cardiff Skills Academy, Hadfield Road.

Salary: £26,100 rising to £30,000 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:

You will 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 Motor Vehicle qualifications to learners with an interested in the motor vehicle industry.

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 our ACT Cardiff Skills Academy, Hadfield Road. The role fits within the Hadfield road team reporting to the Delivery Manager.

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:

- To organise meaningful training and activities for learners, including trips and guest speakers in line with JGW+.
- To organise meaningful Motor Vehicle training activities for learners including managing the resources required to deliver effective Motor Vehicle training.
- To deliver engaging practical and theory training sessions and assessments to provide evidence towards all Motor Vehicle 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.
- 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 |
|---------------------------------------|----------|---------------------------------------|--|----------|--------------------------------------|--|
| Experience | A | Application/ Interview | Experience of teaching/ delivery within a learning environment | A | Application/Interview | Experience of delivery within the Work Based Learning Sector |
| | B | Application/ Interview | Experience of qualification delivery | | | |
| | C | Application/ Interview | Minimum of 3 years' occupational experience within the Motor Vehicle Industry | | | |
| Qualifications & Knowledge | A | Application/ Certificate verification | Good level of Maths and English GCSE C or above (spoken and written) | A | Application/Certificate verification | Teaching/assessing qualification |
| | B | Application/ Certificate verification | Relevant industry specific qualification at level 2 or above | B | Application/Certificate verification | Qualified IQA |
| Skills & Attributes | A | Interview | Creative and passionate for training/learning | A | Interview | Welsh speaker |
| | B | Interview | Ability to support and 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 | | | |
| | B | Interview | Maintains CPD | | | |

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| 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=21065-36581743-AC20-4535-8C8B-57A46B636352>

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We invest in people Platinum
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