



Schools Literacy Tutor

Contract term: Permanent

Hours: 37 hours per week (Mon-Fri)

Location: ACT Schools Centre – Cardiff

Salary: £27,500 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 leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships and Higher Apprenticeships across 30 different sectors throughout Wales and England.

ACT is all about its 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.

ACT Schools was established as an independent special school in April 2018. The school accommodates learners aged 11-16, for whom continuing in mainstream education was not a viable option.



What you'll do:

ACT Schools prides itself on its values and ensures the best possible delivery is given to our learners. You will be passionate about ensuring young people are equipped to become successful adults with a wide range of skills and abilities.

We are looking for a positive, caring individual who is keen to support learners who encounter challenging behaviours within ACT Schools. You will be enthusiastic and patient and will have a full understanding of behavioural, emotional and social difficulties (BESD).

As an employee at our registered independent school, you will be expected to plan and deliver high quality teaching, learning and assessment in line with ESTYN requirements. You will be responsible for the delivery of your curriculum area to group sizes of approximately 7, 11 – 16-year-olds, who have been referred to us, due to either having been or are at risk of being excluded from mainstream education, who are school phobic or are classed as vulnerable.

The successful candidate will be able to develop the literacy levels of all of our learners and prepare them for the completion of either Essential Skills Wales (Literacy) qualifications or GCSE English Language qualification.

The role is based at ACT Schools Provision in Cardiff however peripatetic working may be required at times. The post fits within the Schools team, reporting to the Head Teacher.

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

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We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



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

What you are responsible for:

- Establish a safe, inclusive and purposeful learning environment which allowing learners to feel safe and sufficiently confident to make an active contribution to learning and ACT Schools
- Behavior manage classroom/cohort constructively by establishing and maintaining a clear and positive framework for classroom discipline, in line with ACT Learner Standards and the Schools' Behaviour Policy
- Challenge instances of poor or disruptive behavior both inside the classroom and in recreational areas using appropriate de-escalation techniques which may include physical intervention
- Manage the learning of individuals and groups effectively, modifying teaching appropriately to suit the stage of the lesson and the needs of the learners therein, provide opportunities for all learners to achieve their full potential
- Plan and develop engaging lesson plans and detailed schemes of work which adequately stretch and challenge the learners.
- Ensure your curriculum area is made accessible to all learners, making sure opportunities for progression and development of skills are made available.
- Support all tutors with the development of resources, bridging the transition between key stages.
- Ensure robust monitoring of learner progress is in place, being able to quantify progress made.
- Carrying out thorough initial assessment of learner ability in order to identify gaps in knowledge and using this information to shape their delivery approaches.
- Deliver challenging, well-organised lessons and sequences of lessons using an appropriate range of teaching strategies and resources, including online/e-learning, meeting learner needs and taking count of diversity, equality and inclusion
- Engage in the use of Google Classroom and other digital platforms to support learning in the classroom whilst also ensure a distance learning offer is readily available
- Make effective use of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learner progress and attainment
- Know the assessment requirements and make arrangements for the subjects/curriculum areas they teach; including those relating to public examinations and qualifications
- Follow and adhere to quality assurance process/procedures
- Liaise with the Head Teacher and provide progress reports for cohort of learners
- Reporting instances of positive work as well as areas of concerns relating to learner progress to the parent/carers with approval from the Centre Manager.
- Be responsible for reporting safeguarding concerns to the Centre Manager in accordance with ACT's safeguarding policy.

- To provide professional, detail reports in relation to incidents that occur within the provision, including the reporting of damage.
- Be actively involved in the supervision of learners during break and lunch times
- Arrange off site visits relevant to subject area where required, ensuring all risk assessments are completed.
- 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

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
Experience	A	Application/ Interview	Experience of learners with specific educational needs, i.e. ADHD, Dyslexia	Working within an alternative learning environment
	B	Application/ Interview	Delivery and knowledge of literacy and GCSE English curricula with specific focus on engaging low level ability learners.	
	C	Application/ Interview	Experience of working with challenging, disengaged learners	Knowledge and experience of the guidance surrounding the curriculum for Wales changes
	D	Application/ Interview	Experience of challenging inappropriate behaviour	
Qualifications & Knowledge	A	Application/ Certificate verification	PGCE or equivalent	Relevant subject qualification
	B	Interview	Have a good and up-to-date knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them	Team Teach
				Assessor qualification
				Internal Quality Assurance qualification
Skills & Attributes	A	Interview	Creative and passionate for training/learning	Welsh speaker
	B	Interview	Ability to develop learners with challenging behaviours	
	C	Interview	Proven track record of meeting targets	
	D	Interview	Report writing skills	
	E	Interview	Excellent written and verbal communication skills	
	F	Interview	Well organised	
	G	Interview	Curriculum development	
	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			

Have you got what it takes?

