



## Digital Literacy Tutors

**Areas: Powys, Swansea, Neath Port Talbot**

### Application Pack

Thank you for your interest in the above role and our Organisation.

Within this application pack, you will find the following information

- About Addysg Oedolion Cymru | Adult Learning Wales
- Role Overview
- What we can offer you
- How to apply
- Role Profile & Person Specification
- Guidelines for completing a job application form

Addysg Oedolion Cymru | Adult Learning Wales is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. We believe having a diverse workforce at all levels allows us to represent the communities we serve.

Diverse perspectives and experiences are critical to our success, and we welcome applications from people from any background who have the experience and skills needed to perform this role.

**If you experience any difficulties or require the form in a different format, please contact [recruitment@adultlearning.wales](mailto:recruitment@adultlearning.wales)**

We look forward to hearing from you.

## **About Addysg Oedolion Cymru | Adult Learning Wales:**

Adult Learning Wales (ALW) is the national Adult Community Learning (ACL) organisation and unique in Wales in being completely focused on this element of the education sector.

We see our mission as 'Providing inspiring and accessible learning opportunities for adults across Wales and supporting our learners to achieve successful outcomes, both directly and through relationships with others.

Our offer is wide ranging, from basic skills in English, Welsh, numeracy, digital, personal health and finance, up to qualifications which provide pathways into Higher Education. We also offer courses in topics that link to hobbies or special interests as all learning can have a positive impact. In the 2022/23 academic year, we achieved just over 18,000 enrolments, which were delivered to over 9,000 individuals.

For many, our courses can be the first time they have engaged in formal learning since leaving traditional education and an empowering step on the road to achieving their goals. Through where, when, and how we offer learning, our aim is to help and support individuals through their learning experience with us, to inspire and build their confidence and skills.

In- person learning is at the heart of our provision as this facilitates the wider benefits of meeting together to learn. Our courses take place throughout Wales, in venues within the communities where people already feel at ease, removing the barrier of needing to attend a formal campus. To support learners who are unable to access face to face delivery, we continue to maintain an online offer, enabling learners to engage with our organisation and be part of a wider community.

In everything we offer, our aim is to always deliver excellent teaching and learning in a way which is inclusive and focused on the needs of learners. For the non-qualification courses, our learners can influence what is offered next, to encourage them to continue their learning journey.

Most of our courses are free to the learner as they are funded by Welsh Government or one of the many organisations we work with, and we have an extensive Learner Support offer which can help remove other barriers to learning. This includes help to attend courses in the form of childcare funding or transport, loan of IT equipment or access to specific IT packages, in addition to general well-being support.

Recognised by Welsh Government as ACL experts, we are known for going above and beyond to enable and support learning for everyone, and often deliver to individuals in challenging circumstances. Many of our learners tell us that their experience with ALW has been life-changing, feedback which inspires us in working harder to deliver for them.

A registered charity, limited company and designated Further Education Institution, ALW was formed in 2016 as the result of a merger, with legacy organisations including WEA Cymru, YMCA Community College and Coleg Harlech. So, whilst we are a young organisation, we are building on a strong heritage and have an exciting future ahead.

## **Role Overview**

We have a fantastic opportunity for highly skilled, qualified Digital Literacy tutors to deliver to learners in the Mid and South Powys, Swansea, and Neath Port Talbot areas. You will plan, prepare and deliver courses and learning programmes in accordance with learner needs and quality processes and procedures. You will deliver high quality learning using a range of teaching methods and use a range of appropriate assessment methods in line with learner needs and awarding body requirements. You will ensure that learners are provided with clear and constructive feedback within appropriate timescales.

If you would like an informal conversation or to hear more about the role please contact Beth John, Regional Manager South West and Mid Wales, [Beth.John@adultlearning.wales](mailto:Beth.John@adultlearning.wales).

## **What we can offer you**

- £29.16 per hour (including holiday pay)
- Flexible hours
- Teachers' Pension Scheme
- Continuous Professional Development

## **How to apply**

Apply by using the online [application form](#) or the word version application, please return it to [Recruitment@adultlearning.wales](mailto:Recruitment@adultlearning.wales) or upload via our [website](#)

**Please note that CVs without a completed application form will not be accepted.**

Closing date for applications: **9.00am Friday 5<sup>th</sup> July 2024**

Adult Learning Wales acknowledges the importance of developing and growing its bilingual workforce. Applications for any post can be submitted in either Welsh or English. Applications submitted in Welsh will not be treated less favourably than applications submitted in English.



## **Tutor - Role Profile**

**Job Title:** Digital Literacy Tutor

**Work Base:** The normal place of work will be the agreed location(s) where the agreed course(s) are being delivered

**Job Purpose:** To plan, develop, deliver, evaluate and assess courses and learning programmes in accordance with Learner needs and Adult Learning Wales's Quality Procedures, in support of delivering high quality learning.

To undertake administrative work in line with regulations for the funding of Adult Learning Wales and award of credit to learners.

To attend all relevant tutor meetings and appropriate Accreditation/Moderation meetings and keep up to date with current developments in one's own curriculum or specialist field. To attend and participate in all relevant learner and tutor meetings. To attend and input into development/verification and moderation activities.

**Length of contract:** Fixed term to end of 2024/25 academic year

**Hours of work:** Variable

**Pay scale:** Tutor hourly pay rate

**Reporting to:** Regional Manager

### **Main duties and responsibilities**

#### **1. Planning and Preparing Courses**

- Preparing lesson plans and schemes of work for learning programmes that meet learning outcomes, and are in line with awarding body requirements as appropriate
- Planning learning sessions in line with Adult Learning Wales's Quality Procedures
- Ensure that essential skills are integrated into learning programmes whenever possible
- Selecting a range of learning methods to meet learners' needs
- Encouraging individual learning, and facilitating learning through experience
- Selecting learning materials and incorporating e-learning methods as appropriate in support of learning
- Incorporating due attention to ESDGC and the Welsh Dimension; history, language and culture

#### **2. Supporting learners**

- Assessing learners' previous learning experiences and achievements, providing them with appropriate advice and guidance, and ensuring that learners are aware of possible progression routes
- Ensuring that learners are aware of and have access to appropriate support and guidance services, and that they receive a copy of the Learner Handbook
- Establishing and maintaining a safe and effective learning environment
- Promoting opportunities for learners to study and/or be assessed through the medium of Welsh
- Differentiate learning to meet the needs of individuals

3. Delivering Courses and managing the learning process
  - Delivering high quality learning using an appropriate range of teaching methods, including structuring sessions appropriately to provide pace and maintain interest
  - Providing opportunities for learners to develop basic essential, digital and Welsh skills
  - Maintaining effective working relationships with learners
  - Keeping in regular contact with National, Regional and Provisional Managers and team members
  - Providing updates with regards to learner numbers and course changes
4. Quality issues and assessing outcomes
  - Complying with all Adult Learning Wales's Policies and Procedures appropriate to the Part Time Tutor role as set out annually in the Tutor Handbook
  - Using a range of appropriate assessment methods in line with learners' needs and awarding body requirements as appropriate, and communicating these to learners
  - Ensuring that learners are provided with clear and constructive written and oral feedback within appropriate timescales
  - Completing the annual individual Part-Time Tutor self-assessment
  - Negotiating, maintaining and monitoring Individual Learning Plans and assessment records in accordance with Adult Learning Wales's Quality Procedures
  - Submitting timely and accurate records
  - Ensuring that learners participate in opportunities to provide feedback
  - Developing assessment methods
5. Self-development and planning future practice
  - Obtaining, or working towards, a Level 4 teaching qualification (PGCE, Certificate of Education, FAETC Stage 2, CTLLS at Level 4, Certificate of Education and Training)
  - Evaluating one's own practices in relation to learner, programme and organisational needs
  - Using feedback from Adult Learning Wales's Quality Procedures to improve own practice
  - Attending annual Tutor days and meetings, Quality briefings and relevant Accreditation/Moderation meetings
  - Sharing good practice
  - Keeping up to date with, and informed about current developments in educational practice in own curriculum or specialist field
  - Use reflective practice techniques to continually improve and develop
  - Register as a user of the Teaching & Learning Network for the purpose of planning, preparation and CPD
6. General
  - To comply with all guidelines relating to the Part Time Tutor role
  - To maintain contact with your National/Regional/Provisional Manager/Curriculum Delivery Officer/regional administration support, and inform him/her immediately of any changes, cancellations or other significant matters pertaining to high quality delivery. In an emergency, please contact the Regional Office
  - To maintain contact and liaise with Branch or Partner organisation, where appropriate
  - To undertake administrative tasks in line with regulations for the funding of Adult Learning Wales
  - To actively support and practice equality of opportunity for learners and staff in Adult Learning Wales
  - To take reasonable care for the health and safety of yourself and other persons as appropriate in the workplace, and to comply with health and safety legislation

- Carry out all activity in line with the code of practice set out by the Education Workforce Council
- Promote equality of opportunity

- a) As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade
- b) This is a description of the job as it is presently constituted. It the practice of Addysg Oedolion Cymru | Adult Learning Wales periodically to examine employee's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.
- c) This description is not intended to establish a total definition of the job but an outline of the duties.

**Tutor – Personal Specification**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>	<p>Minimum of Level 5 teaching qualification, or willingness to work towards</p> <p>Level 3 Certificate for Essential Skills Practitioners (Digital Literacy)</p> <p>Registration with the Education Workforce Council</p>	<p>Essential Skills qualification</p> <p>Subject qualification to at least a level above that being taught or proven experience and competence</p> <p>Level 3 Assessor – A1</p> <p>Level 4 IQA – V1</p> <p>Adult Education Guidance qualification</p>
<b>EXPERIENCE</b>	<p>Experience of delivering learning in the subject</p> <p>Experience of planning learning including lesson plans and schemes of work in line with awarding body requirements</p>	<p>Experience of teaching in community venues</p> <p>Experience of teaching adult learners</p> <p>Experience of working with or for voluntary groups or charitable organisations</p> <p>Experience of following quality and inspection requirements</p> <p>Experience of embedding Welsh Language and dimension</p> <p>Experience of teaching bilingually/through the medium of Welsh</p>
<b>SKILLS, KNOWLEDGE, ATTITUDE</b>	<p>Understanding of and commitment to Adult Learning Wales’s ethos</p> <p>Well-developed interpersonal and communication skills</p> <p>Capacity to motivate and stimulate non-traditional learners</p> <p>Ability to assess learners</p> <p>Ability to support differentiated learning needs</p> <p>Ability to advise and support learners</p>	<p>Understanding of quality systems and self-assessment</p> <p>Ability to support literacy needs</p>

	<p>Well-developed organisational and administrative skills</p> <p>Good all round IT skills covering word processing and e-mail, able to access data</p> <p>Familiarity with the values and processes of community learning and/or Workplace/TU</p> <p>Commitment to making an active offer of bilingualism</p> <p>Commitment to Equal Opportunities</p> <p>Willing to undertake training and development</p>	
<b>WORKING PATTERN</b>	Willing to work flexibly, including some weekend and evening work	
<b>OTHER REQUIREMENTS</b>	<p>Willing to undertake an enhanced DBS check if appropriate depending on the learner group</p> <p>Willing to travel as the post requires</p>	<p>Has current driving licence and access to own transport</p> <p>Ability to speak Welsh</p>



## Guidelines for completing a job application form

You will need the following document in order to complete your application form:-

- the **role profile** for the post for which you intend to apply
- the **person specification** (this is the last section of the role profile document) for the post for which you intend to apply
  
- ❖ **Read through the documents before completing your application.** Make sure you understand the requirements of the job, both in terms of the **duties and responsibilities** of the job (**detailed in the role profile**) and the **personal requirements** to be able to carry out those duties (**detailed in the person specification**).
  
- ❖ **Check that you are able to meet the Essential requirements** noted in the personal specification and that you consider that you could successfully carry out the duties and responsibilities of the post, following a reasonable period of instruction and familiarisation.
  
- ❖ **Ensure that you explain in the Personal Statement section - how you meet the requirements of the person specification and indicate, providing examples where possible of how your skills and experience can be related to the duties of the post.** Don't forget that whilst your work experience will be important to include in your application, other experience gained outside of work in community and voluntary organisations or leisure interests, could be equally valid. Keep your application concise and to the point.
  
- ❖ **REMEMBER** the decision about whether or not you will be invited to an interview will be based upon the information you provide in your Personal Statement. It is especially important that you complete the personal statement section as fully as possible to evidence how you meet the requirements for this role. The completed personal statement will provide us with **most** of the information that will be required to assess your application against the person specification criteria.
  
- ❖ **Read through your application.** Check that you have completed all parts of the process. If there is more than one location or job-share is offered for a post, please indicate your preferences on the application form.

**Submit your completed application** before the closing date and time via email to [recruitment@adultlearning.wales](mailto:recruitment@adultlearning.wales) or uploading via our [website](#)