



Spanish Tutor Online Delivery 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 Adult Learning Wales](#)
- [Role Overview](#)
- [What we can offer you](#)
- [How to apply](#)
- [Role Profile & Person Specification](#)
- [Guidelines for completing a job application form](#)

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

We look forward to hearing from you.

Adult Learning Wales Overview

Adult Learning Wales (ALW) is the national Adult Community Learning (ACL) organisation for Wales, offering a comprehensive curriculum that spans pre-entry learning through to Level four qualifications. Our programmes cover essential skills in literacy, numeracy, digital literacy, and English for Speakers of Other Languages (ESOL), as well as qualifications in areas such as Trade Union Studies, Youth Work, Education and Training, and Counselling. In addition, we provide a wide range of courses that equip learners with practical, hands-on skills in health and safety, handwork, craftwork, and wellbeing, which are directly applicable to both personal and professional settings. Through collaborations with the voluntary sector, industry, and employers, we help learners develop employability and life skills, creating pathways to employment, personal growth, and community engagement. For many adults, ALW serves as an inclusive, and flexible first step back into structured learning, offering essential support to overcome barriers like social isolation, mental health challenges, and unemployment.

As well as being a Designated Further Education Institution, ALW is also a membership organisation committed fostering a shared sense of purpose and belonging, enabling learners, tutors, and partners to collectively shape the future of lifelong learning in Wales. Our commitment to high-quality, accessible, and meaningful learning experiences ensures that we address the diverse needs of adult learners across Wales. We foster a culture of belonging, equity, and inclusivity, empowering success and achievement by creating a safe and welcoming environment for all. By working closely with community organisations, trade unions and employers, we empower learners to develop practical, career-focused skills and recognised qualifications at every level. Our courses taught by our skilled tutors, combined with additional learning support, not only support employability but also encourage innovation, creativity, craft skills, and wellbeing, enabling learners to progress in both personal and professional ways, in alignment with their contexts and needs.

www.adultlearning.wales

Role Overview

We have a fantastic opportunity for highly skilled, qualified tutors to deliver Spanish courses covering Beginner, Intermediate and Advanced levels to learners online. You will be proficient in online delivery methods for example via MS Teams. 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, South West and Mid Wales Regional Manager, Beth.John@adultlearning.wales

What we can offer you

- £30.76 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 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 17th October 2025**

Recruitment and Selection Process

Interviews will take place on **Week commencing 20th October**. If you are unable to attend this date, please ensure you identify this on your application and confirm your availability.

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 either language will be treated equally.

We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement, or once in post.

Role Profile - Tutor

Job Title: Spanish Tutor

Work Base: Online delivery

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 2025/26 academic year

Hours of work: Variable

Pay scale: Tutor hourly pay rate

Reporting to: South West and Mid Wales 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
6. General
- To comply with all guidelines relating to the Tutor role
 - To maintain contact with your Regional Manager/Provision Manager/Curriculum Development Coordinator/Regional Support Administrator, and inform them 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

- | |
|--|
| <p>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</p> <p>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.</p> <p>c) This description is not intended to establish a total definition of the job but an outline of the duties.</p> |
|--|

Personal Specification - Tutor

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND QUALIFICATIONS	Minimum of Level 3 (PTTLS, AET) or Level 4 (CTTLS, Certificate in Education & Training) teaching qualification dependant on the learning being delivered Registration with the Education Workforce Council	Level 5 or above teaching qualification Essential Skills qualification Subject qualification to at least a level above that being taught or proven experience and competence Level 3 Assessor – A1 Level 4 IQA – V1 Adult Education Guidance qualification
EXPERIENCE	Experience of delivering learning within curriculum area Experience of planning learning including lesson plans and schemes of work in line with awarding body requirements Experience of teaching online	Experience of teaching in community venues Experience of teaching adult learners Experience of working with or for voluntary groups or charitable organisation Experience of following quality and inspection requirements Experience of embedding Welsh Language and dimension Experience of teaching bilingually/through the medium of Welsh
SKILLS, KNOWLEDGE, ATTITUDE	Understanding of and commitment to Adult Learning Wales's ethos Well-developed interpersonal and communication skills Proficiency and confidence in the use of online delivery methods (MS Teams etc.)	Understanding of quality systems and self-assessment Ability to support literacy needs

	<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>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>	
WORKING PATTERN	Willing to work flexibly, including some weekend and evening work	
OTHER REQUIREMENTS	<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 or uploading via our [website](#)

Welsh Language Skills Levels Table

Level	Understanding	Speaking	Reading	Writing
LEVEL 0 (NO SKILLS)	<ul style="list-style-type: none"> Cannot understand everyday expressions, and very basic phrases even if the speaker is talking slowly. Cannot understand simple personal information details e.g. where someone lives, their name and who the person wishes to see. Cannot guess what is being said when someone is giving details about events, such as time and place. 	<ul style="list-style-type: none"> Cannot pronounce place names and personal names correctly. Cannot greet individuals face to face or over the phone. Cannot open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> Cannot read short sentences, e.g. basic signs, simple instructions, agenda items, simple information on forms. 	<ul style="list-style-type: none"> Cannot open and close an e-mail or letter. Cannot write personal names, place names, job titles. Cannot write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 1 (ENTRY)	<ul style="list-style-type: none"> Can understand everyday expressions, and very basic phrases if the speaker is talking slowly. Can understand simple personal information details e.g. where someone lives, their name and who the person wishes to see. Can guess what is being said when someone is giving details about events, such as time and place. 	<ul style="list-style-type: none"> Can pronounce place names and personal names correctly. Can greet individuals face to face or over the phone. Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> Can read short sentences, e.g. basic signs, simple instructions, agenda items, simple information on forms. 	<ul style="list-style-type: none"> Can open and close an e-mail or letter. Can write personal names, place names, job titles. Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2 (FOUNDATIONAL)	<ul style="list-style-type: none"> Can understand when people talk about everyday situations, e.g. personal information, work, what they have done or would do, provided they talk slowly. Can understand when people ask you or others to do something, and when they're asking about future plans, e.g. requesting a meeting. 	<ul style="list-style-type: none"> Can communicate simple information or ask common questions, e.g. to acquire information from an individual, or colleague. Can hold a short conversation with an individual when exchanging relatively straightforward information. 	<ul style="list-style-type: none"> Can read short messages and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message. 	<ul style="list-style-type: none"> Can write a short message to a colleague asking a question, thanking her/him, explaining something e.g. time and place of a meeting. Can write a short letter or e-mail to arrange an appointment.
LEVEL 3 (INTERMEDIATE)	<ul style="list-style-type: none"> Can understand information being given about common or everyday topics, or when things to do with work are being discussed, e.g. in conversation, or in small group meetings. Can usually understand the main message and details, provided people speak clearly, e.g. when announcements are made or when listening to news bulletins. 	<ul style="list-style-type: none"> Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. Can hold a conversation with an individual when exchanging relatively straightforward information. Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> Can understand most e-mail messages or letters concerning day to day work. Can guess the meaning of a word based on context if the subject is familiar. Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> Can write a letter or e-mail on most topics to ask for things, provide an explanation; describe an experience or situation; invite people or organise an event. Can write relatively accurately on most familiar topics.
LEVEL 4 (ADVANCED)	<ul style="list-style-type: none"> Can follow most conversations and discussions with individuals and colleagues even if the subject matter is unfamiliar. Can understand differences in register and dialect. 	<ul style="list-style-type: none"> Can contribute effectively to internal and external meetings in a work context. Can converse comfortably with individuals and exchange information as required. Can argue for and against a specific case. Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> Can read most correspondence and scan long texts to find details. Can understand most newspaper articles and reports with the aid of a dictionary. Can understand novels and other texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> Can produce correspondence of all types, short reports, documents and literature with the support of an editor or electronic aid.
LEVEL 5 (PROFICIENCY)	<ul style="list-style-type: none"> Can easily follow all conversations and discussions between others, on all sorts of topics. Can understand all kinds of spoken Welsh, including lectures or complex discussions. 	<ul style="list-style-type: none"> Can express yourself fully and precisely, even when discussing complex issues. Can adapt your language style according to the audience, e.g. when speaking in a formal context or talking to colleagues. Can speak at length about a complex issue, presenting arguments, and leading the discussion. 	<ul style="list-style-type: none"> Can read and understand nearly all written texts with ease, with only occasional reference to a dictionary. Can read long texts, e.g. reports, articles, to find relevant details and understand nearly all types of writing, e.g. formal or informal. 	<ul style="list-style-type: none"> Can write extended texts, reports, articles, minutes or other types of writing in a style appropriate to the reader. Can write in formal or informal Welsh as necessary. Can write with a high degree of accuracy on a wide range of topics.