**ESOL Tutor**

**Salary: £26,334.15 to £31,440.26 pro rata (dependant on experience)**

**Generous benefits package**

**Fixed term contract until July 2022**

**Part time 17.5 hours per week**

**Work base: Newport**

We have a fantastic opportunity for a qualified ESOL tutor to join a pan-Wales organisation committed to serving the adult population of Wales with inspirational, life changing opportunities. Addysg Oedolion Cymru | Adult Learning Wales is a democratic, independent and voluntary movement, committed to widening participation, promoting active citizenship and skills development and providing the best quality learning, working collaboratively with its partners.

We are looking for highly skilled, qualified ESOL tutors to deliver high quality ESOL learning to learners in Newport.

**About the Job**

You will plan, develop, deliver, evaluate and assess ESOL courses and learning programmes in accordance with learner needs and Addysg Oedolion Cymru | Adult Learning Wales’s Quality processes and Procedures. You will deliver high quality ESOL 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.

**About you**

A minimum Level 3 teaching qualification and Level 3 or above ESOL practitioner qualification or equivalent i.e. TESOL, CELTA, DELTA are essential for this post. You will have experience of community education, adult education and ESOL provision delivery, and of participation in internal quality procedures.Knowledge of digital learning technologies, a Level 5 certificate in the delivery of ESOL and Qualifications in Adult Education Guidance and Internal Quality would be desirable.

**About our benefits**

There are attractive benefits on offer for the right candidate including:-

* Generous holiday allowance of 30 days per year (pro rata for part time)
* Generous Bank holiday and additional discretionary holidays
* Career average pension scheme

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

Since its establishment in 2015, Addysg Oedolion Cymru | Adult Learning Wales has firmly established itself as the National Community College, serving the adult population of Wales with inspirational, life changing opportunities. We are a democratic, independent and voluntary movement, committed to widening participation, promoting active citizenship and skills development and providing the best quality learning, through a collaborative approach, working across the whole of Wales.

Drawing on our strong partnerships, our vision sees us at the forefront for growth in lifelong learning, prioritising opportunities for those learners who are hardest to reach and empowering and upskilling people and delivering equal access to Welsh medium provision.

Our vision is to increase the social, economic and personal impact of adult community learning in Wales and our mission is to create inspiring learning opportunities for adults in communities and workplaces throughout Wales. We aim to empower people to develop skills and knowledge to realise their full potential.

Addysg Oedolion Cymru | Adult Learning Wales is committed to support 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 all people from all backgrounds with the experience and skills needed to perform this role.

**How to apply**

**Please** **note CV’s are not accepted,** apply using the application pack below and return it to   
[**Recruitment@adultlearning.wales**](mailto:Recruitment@adultlearning.wales)

**The closing date for this post is** **Midnight, Sunday 31stOctober 2021**

Interviews will be held Thursday 4th November

We welcome applications in Welsh

**ROLE PROFILE**

**Job Title:** ESOL Tutor

**Work Base:** Newport

**Reporting to:** Regional Manager

**Job Purpose:** To plan, develop, deliver, evaluate and assess ESOL courses and learning programmes in accordance with learner needs and Addysg Oedolion Cymru | Adult Learning Wales’s Quality processes and procedures, in support of delivering high quality learning.

To undertake administrative work in line with regulations for the funding of Addysg Oedolion Cymru | 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 until July 2022

**Hours of work:**  Part time 17.5 hours per week (Monday, Tuesday, Wednesday, Thursday mornings)

**Pay scale:** MG1T-MG4T (£26,334 - £31,440 pro rata per annum).

**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 Addysg Oedolion Cymru | Adult Learning Wales’s Quality Procedures
* Ensuring 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 cross cutting themes and ensuring that they are integrated wherever possible (essential skills, digital literacy, ESDGC, Welsh dimension and bilingualism)
* Complying with professional teaching and learning standards
* Developing assessment materials

1. 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

1. 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 relevant Regional Manager
* Providing updates with regards to learner numbers and course changes

1. Quality issues and assessing outcomes

* Complying with all Addysg Oedolion Cymru | Adult Learning Wales’s Policies and Procedures appropriate to the Tutor role as set out annually in the Teaching and Learning and Verification pack on the Teaching and Learning Network (SharePoint).
* 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
* Negotiating, maintaining and monitoring Individual Learning Plans and assessment records in accordance with Addysg Oedolion Cymru | Adult Learning Wales Quality Procedures
* Submitting timely and accurate records
* Ensuring that learners participate in opportunities to provide feedback
* Developing assessment methods
* Undertaking teaching observation or learner walks as agreed with Regional Manager.
* Undertaking IQA activities in line with organisational quality procedures

1. 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)
* Obtaining, or working towards Level 3 Assessors qualification and Level 4 IQA qualification
* Evaluating one’s own practices in relation to learner, programme and organisational needs
* Using feedback from Addysg Oedolion Cymru | 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

1. General

* To comply with all guidelines relating to the 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 organisations, where appropriate
* To undertake administrative tasks in line with regulations for the funding of

Addysg Oedolion Cymru | Adult Learning Wales

* To actively support and practice equality of opportunity for learners and staff in Addysg Oedolion Cymru | 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
* To carry out all activity in line with the code of practice set out by the Education Workforce Council
* To promote equality of opportunity
* To cover for sickness absence and other leave as necessary

1. 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
2. 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.
3. This description is not intended to establish a total definition of the job but an outline of the duties.

**PERSON SPECIFICATION**

**CRITERIA ESSENTIAL DESIRABLE**

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| **EDUCATION, TRAINING AND QUALIFICATIONS** | Teaching qualification equivalent to level 3 and a willingness to work towards a level 4 teaching qualification within a given timeframe  Level 3 or above ESOL Practitioner Qualifications:   * CELTA * DELTA * TESOL * Level 3 ESOL Practitioners qualification | Assessors Award Level 3  Internal Quality Assurance Qualification Level 4  PGCE  Level 5 Certificate in delivering ESOL |
| **EXPERIENCE** | Experience of community education, adult education and subject specialism delivery  Experience of curriculum and assessment design including teaching and learning materials development  Experience of the implementation and participation in internal quality procedures  Experience of working in partnership, and networking with other agencies in the voluntary, community and statutory sector | Experience of delivering educational courses using blended learning methodologies  Experience of teaching in other curriculum areas |
| **SKILLS, KNOWLEDGE, ATTITUDE** | Excellent Interpersonal and Communication skills  Excellent organisational, coordinating and administrative skills  Comprehensive IT skills including use of all basic office software packages  Able to work as part of a team and on own initiative  Able to develop good working relationships with people at all levels, including with community groups  Able to prioritise and plan own workload  Capacity to motivate and stimulate non traditional learners  Commitment to Equal Opportunities  Prepared to undertake training to enhance skills | Understanding of quality frameworks and accreditation procedures  Familiarity with the values and processes of adult learning  Knowledge of digital learning technologies  Ability to teach/deliver bilingually |
| **WORKING PATTERN** | Willing to work flexibly, including some weekend and evening work |  |
| **OTHER REQUIREMENTS** | Willing to travel as the post requires  An awareness of Welsh language and culture | Ability to speak, read and write the Welsh Language fluently |

**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 minimum 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) Please note due to the current pandemic we are unable to receive postal applications.

**APPLICATION FORM**

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| **Vacancy Applied for:**  **ESOL tutor (Newport)** | **Application reference number *(for office use only)*** |

Our Employment Privacy Notice is available on the ‘Jobs’ page of the Addysg Oedolion Cymru | Adult Learning Wales website at: [https://www.adultlearning.wales/en/about/jobs .](https://www.adultlearning.wales/en/about/jobs%20.%20)    
Unsuccessful applications will be retained for six months.

Please ensure that **all** sections of this form are completed. **Please refer to the guidance document on completion of application forms.**

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| **Personal Statement** |
| **Please outline your suitability for the post, referring closely to the Person Specification in the Role Profile when writing your Personal Statement.**  **Please continue on a separate sheet if necessary.** |
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| **Membership of Professional Bodies** | | |
| **Name of Body** | **Grade of Membership** | **Admission Date** |
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| **Training and Personal Development** | |
| **Please indicate any training and personal development activities you have undertaken which you feel are relevant to your application**  **Training/CPD undertaken Date** | |
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| **EMPLOYMENT HISTORY**  **Please give details of employment to date including voluntary work in chronological order starting with your current or most recent employment**.  **Please continue on a separate sheet if necessary** | | | | | | | | |
| **Dates** | | **Employer** | **Brief outline of Duties and Responsibilities** | | | **Reason for leaving** | | |
| **From:** | **To:** |
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| **QUALIFICATIONS**  **Please indicate relevant academic and teaching qualifications.** | | | | | | | |
| **Academic Qualifications** | | | |  | | | **Date Achieved** |
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| **Teaching Qualifications** | | | | | | | **Date Achieved** |
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| **Basic Skills/ESOL qualification (please specify)** | | | | | | | |
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| **Welsh Speaker** | | | Yes/No | | | | |
| **Welsh Writer** | | | Yes/No | | | | |
| **Some Welsh** | | | Yes/No | | | | |
| **Other Languages** | | |  | | | | |
| **Please state your preference of language for future communication** | | | English | | Welsh | | |
| **Please indicate your preferred method of communication should your application be successful:** | | | Email | | Letter | | |
| **Please state your preference of language for interview should your application be successful:** | | | English | | Welsh | | |

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| **Are you able to provide evidence of your eligibility to work in the UK?** | Yes/No  (for more information please contact HR Department) |
| **Do you have a full driving license?** | Yes/No |
| **Do you have access to a vehicle** | Yes/No |

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| **Please indicate where you heard of this vacancy specifying the website/publication** |
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| **CLOSE PERSONAL RELATIONSHIPS** | |
| Close personal relationships are defined as follows: romantic/sexual relationships; family relationships; business/financial/commercial relationships; and close friendships.  These include:   * Spouse/partner * Dating couples * Parents/in laws/Step parents * Children/Step children * Siblings * Grandparents and grandchildren * Aunts, uncles and cousins * Close friends | |
| **Do you have a close personal relationship with an existing member/s of Addysg Oedolion Cymru | Adult Learning Wales staff?** | Yes/No |
| **If yes, please describe the nature of this relationship:** |  |

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| **REFERENCES** | |
| Please provide in full, the name, address (including post code) and telephone number of two references, one of which should be your most recent employer where possible.  References will be requested for all **successful** applicants. | |
| **REFEREE 1.** | |
| **Organisation name:** | |
| **Organisation address:** | **Name of Referee:**  **Job title or Relationship:**  **Email address/telephone number:** |

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| **REFEREE 2.** | |
| **Organisation name:** | |
| **Organisation address:** | **Name of Referee:**  **Job title or Relationship:**  **Email address/telephone number:** |

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| I give my permission for the above referees to be contacted in order for references to be obtained, should my application be successful.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PLEASE NOTE** – on appointment by the Adult Learning Wales you will need to provide original copies of qualification certificates and proof of your eligibility to work in the UK.

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| Due to the current pandemic we are unable to receive postal applications.  Please return to:-[**Recruitment@adultlearning.wales**](mailto:Recruitment@adultlearning.wales)  Addysg Oedolion Cymru | Adult Learning Wales is an equal opportunities employer |

**EQUAL OPPORTUNITIES MONITORING FORM**

***Please note that this form will be removed from your application and will not be taken into consideration during the recruitment process.***

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| **Vacancy Applied for:**  **ESOL Tutor (Newport)** | **Application reference number *(for office use only)*** |
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| **SECTION 1** | | |
| **PERSONAL DETAILS** | | |
| **Title:** | **First name:** | **Last name:** |
| **Address including postal code:** | | |
| **Daytime Telephone Number** | | |
| **Mobile Telephone Number** | | |
| **\*Email Address:**  \* *Please note that your email address will be used as a primary source of communication wherever possible, so please ensure its accuracy* | | |

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| **EQUAL OPPORTUNITIES MONITORING** |
| We would be grateful if you take the time to provide us with the equal opportunities information detailed below. We collect this information to monitor and evaluate distribution of diversity across the Adult Learning Wales. We also use this information to ensure that we comply with legislation.  Please indicate the categories which you feel most appropriately describe yourself. |
| What is your gender? Man  Woman  Non-binary  Prefer not to say  If you prefer another term, please enter it here: |
| What is your date of birth? |
| What is your religion or belief?   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No religion or belief |  | Atheist |  | Buddhist |  | | Christian |  | Hindu |  | Sikh |  | | Muslim |  | Jewish |  | Prefer not to say |  | |
| If you have another religion or belief not on this list, please enter it here: |
| Are you married or in a civil partnership?  Married  Civil Partnership  Prefer not to say |
| Race and Nationality   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | White Welsh | White English | | | | | White Scottish | | | | | White Northern Irish | | | | White Irish | White British | | | | | White Gypsy or Irish Traveller | | | | | | | | | Any other white background, please enter it here: | | | | | | | | | | | | | | | Asian/Asian British | | Indian | | | Pakistani | | | | Bangladeshi | | | | Chinese | | Any other Asian background, please enter it here: | | | | | | | | | | | | | | | Black/African/Caribbean/Black British | | | | | | | | African | | | | Caribbean | | | Any other Black/African/Caribbean background, please enter it here: | | | | | | | | | | | | | | | Mixed/multiple ethnic groups | | | White and Black Caribbean | | | | | | | | | | | | White and Black African | | | | White and Asian | | | | | | Asian and Black Caribbean | | | | | Asian and Black African | | | | | | | | | | | | | | | Any other mixed background, please enter it here: | | | | | | | | | | | | | | | Other ethnic group | | | | | | | Arab | | | | | | | | Any other ethnic group, please enter here: | | | | | | | | | | | | | | | Prefer not to say | | | | | | | | | | | | | | |
| What is your sexual orientation?  Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Prefer not to say  If you prefer to use your own term, please specify here: |
| Do you consider that you have a disability under the Equality Act 2010?  Yes  No  Prefer not to say  If yes, what is the nature of the disability? Please enter here:  \*\* Please not that this information is being sought for monitoring purposes. If you require adjustments to your job because of your disability, please talk to your line manager \*\*  *Applicants with a disability who successfully secure an interview will be given the opportunity to discuss how we can accommodate their needs both during the recruitment process and in the event that they secure employment with the Addysg Oedolion Cymru | Adult Learning Wales.* |
| Do you have caring responsibilities? If yes, please tick all that apply.  None    Primary carer of a child/children (under 18)  Primary carer of a disabled child/children  Primary carer of a disabled adult (18 and over)  Primary carer of an older person  Secondary carer (another person carries out the main caring role)  Prefer not to say |

