

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Division:</b>	PHP & Community Services
<b>Section:</b>	Community Services
<b>Sub Section:</b>	WELSH LANGAUGE SERVICES
<b>Post Title:</b>	WELSH LANGUAGE TUTOR
<b>Vision Post Number:</b>	
<b>Grade:</b>	GR7
<b>Responsible to:</b>	Service Manager
<b>Posts Reporting to this Post:</b>	None
<b>Team:</b>	
<b>DBS Required Level:</b>	None
<b>Location:</b>	VARIOUS
<b>Date of Description:</b>	December 2016

### **KEY OBJECTIVES**

**To provide Welsh language learning opportunities for Council employees through the development of bespoke courses to enhance their Welsh language skills;**

**Provide quality teaching, advice, guidance and continuous assessment;**

**To be responsible for keeping accurate records of all the training provided and the registration, completion and attainment on courses;**

**To liaise with the University of South Wales's Welsh for Adults Centre to ensure there are efficient pathways to higher level learning as required.**

## **SPECIFIC RESPONSIBILITY**

### **Tutoring**

1. Work with services to identify the types of Welsh language terminology used in their service areas.
2. Plan and prepare schemes of work and session plans including preparing course outlines that address the needs of learners from specific service areas.
3. Develop own materials for courses and, where appropriate, ensure they are included on the Council's online training website (RCT Source) and/or the intranet.
4. Ensure teaching methods, session content, advice and guidance meets the needs of the learners.
5. Regularly review session content as appropriate.
6. Provide learners with a comprehensive induction including health and safety procedures at the venue, and additional support and guidance available for learners with specific difficulties.
7. Continuously assess the learner's learning and progress and offer constructive feedback to support the learner.
8. Identify resources and/or equipment required to aid the learner's learning and achievement.

### **Administrative**

9. Be responsible for keeping accurate records on learners who enrol on courses including registrations, completions and attainments where appropriate.
10. Organise course venues and all additional requirements for the delivery of courses.
11. Disseminate information to service managers and others on the courses that are available and how to enrol staff onto them.
12. Ensure evaluation forms are provided for each learner and that all feedback is collated and analysed in order to ensure that the sessions meet the needs of learners and their service areas.

13. Liaise with training provider partners to ensure tha learners who wish to further develop their Welsh language skills can be accommodated.
14. Provide the Welsh Language Service Manager with data relating to training as required.

#### General

15. Take reasonable care of the resources and to report any defects or hazardous equipment.
16. Abide by the Council's Health and Safety Policy and, where relevant, the Health and Safety Policy of centres managed by external organisations.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***

## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>A teaching and/or training qualification</p> <p>Excellent knowledge of the Welsh language - Level 5</p>	A good track record of professional development
<b>EXPERIENCE</b>	<p>Experience of delivering high quality courses for learners</p> <p>Experience of delivering to a broad range of ability levels and mixed ability groups</p> <p>Experience of following and implementing robust administrative procedures</p>	Very good IT skills
<b>COMPETENCIES</b>		
<b>Communicating Effectively</b>	<p><b>Cascades and shares information appropriately – on time and to the right people</b></p> <p>Has excellent presentation skills</p>	

<b>Focusing on Service Users</b>	<p><b>Acts in order to understand the needs of internal customers and Service Users</b></p> <p>Uses professional knowledge and expertise to raise standards of service for customers</p> <p>Understands and actively addresses diversity issues and treats all customers according to individual needs</p>
Professional Expertise and Development	<p>Demonstrates excellent practice and an extensive knowledge base in their own professional area</p> <p>Analyses and evaluates information and data accurately</p> <p>Understands and complies with external requirements, standards and benchmarks</p>
<b>Managing Resources</b>	<b>Plans well in advance to meet deadlines</b>
Working in Partnerships and Teams	Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues
Creating and Responding to Change	<p>Finds ways to use new learning</p> <p>Contributes ideas to better manage systems, processes or practices</p>
<b>Achieving Results</b>	<p>Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets</p> <p><b>Sets objectives and targets based on team, division and Council's strategy and business plans</b></p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	Able to travel independently in line with requirements of the post