

**Job Description: Language Tutor**

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| **College:** | Academi Hywel Teifi |
| **Job Title:** | Language Tutor |
| **Departments / Subjects:** | Learn Welsh - Swansea Bay Region |
| **Salary:** | £34,132 per annum with USS benefits  Grade 7 |
| **Hours of Work:** | 35 |
| **Contract:** | Fixed-Term Appointment till 31st July 2026 |
| **Location:** | The post is based on Singleton Campus, but a significant proportion of the work may take place online and remotely |

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| **Introduction** | Academi Hywel Teifi was established by Swansea University in 2010, and was named in memory of Professor Hywel Teifi Edwards - former Welsh Professor at the University and one of the nation's greats. The Academi is a unique institution that is greater than the sum of its parts, which includes:   * **Learn Welsh - Swansea Bay Region**, which provides Welsh for Adults courses in the workplace and in the community; * **Swansea Branch of the Coleg Cymraeg Cenedlaethol**; * **The University's Translation and Language Compliance Unit;** and * **Tŷ’r Gwrhyd - Swansea and Neath Valleys Welsh Centre**.   As well as promoting the status and use of the Welsh language, the Academi’s core aim is to empower individuals of all ages and educational, cultural and social backgrounds to learn Welsh or develop their skills in the language. The Academi also works to promote the opportunities and benefits of studying through the medium of Welsh, as well as introducing and celebrating its culture.  Providing education through the medium of Welsh is at the core of Swansea University's strategy, reflecting the leading role of the University in Wales today, as well as its regional, national and statutory responsibilities.  This position requires the provision of teaching of the highest quality, together with a keen commitment to ensure an excellent learning experience for all learners. |
| **Background** | Applications are invited from enthusiastic individuals to join the Learn Welsh - Swansea Bay Region team, based in Academi **Hywel Teifi** at Swansea University. This is a fixed term contract role until 31 July 2026.  The Tutor will be expected to teach on a wide range of courses, and across a range of learning levels: from beginners to advanced level. Among Learn Welsh - Swansea Bay Region team's provision are courses for specific groups such as  *Croeso i bawb*, and ***Cymraeg yn y Cartref***, along with bespoke courses to meet the requirements of specific workplaces and sectors. Learn Welsh - Swansea Bay Region caters to various groups including young people aged 16 and over (the successful applicant will therefore need to have a clear current DBS check.)  The Tutor will be expected to teach **face-to-face classes** within the catchment areas of Swansea and Neath Port Talbot - and possibly beyond as well. **Some of the work can take place virtually by means of video conferencing.** In accordance with the nature of the demand within the sector, a large proportion of the lessons take place **in the evening**, and the tutor will also be expected to be able to work occasionally on **weekends.**  One of the main objectives of the sector is to produce more speakers, therefore there is a responsibility to contribute to a programme of **informal events** for learners and offer them **opportunities to use the Welsh language beyond the classroom.** Our tutors are expected to contribute to nurturing, developing and maintaining a feeling of a  **supportive community**, which is central to the success and confidence of the learners.  The Tutor will also be expected to work closely and effectively as part of a wider team, **communicating regularly and in a timely manner**, and proactively **supporting colleagues** in achieving the objectives of the programme and our provision.  Although some procedures are specific to the University, others will be guided at a national level by the National Centre for Learning Welsh.  On average, a full-time Tutor is expected to spend around 60% of their working week teaching. The rest of the time is set aside to carry out work such as:   * preparing lessons, assessing learners' work and offering feedback, * contribute to the Learn Welsh - Swansea Bay Region's learner support programme, * attend relevant meetings, and * undertake professional development through personal research, reflection and training. |
| **Main Duties and Responsibilities** | **The Tutor will be expected to:**   1. Teach between 20 and 22 hours per week on average, on a range of courses and levels as required (whether face-to-face or virtual), assess learners' work and skills and provide constructive, consistent and timely feedback in line with Learn Welsh - Swansea Bay Region's expectations 2. Conduct and support activities as part of the  Learner Support Events programme, which is an integral part of Learn Welsh - Swansea Bay Region's informal provision. 3. Proactively collaborate with other tutors, lead officers and wider Learn Welsh-Swansea Bay Region staff. 4. Continuously search for ways to improve their performance through personal research (e.g. on pedagogy and language acquisition), reflect on lesson plans and refine teaching methods, and respond to feedback from learners and colleagues. 5. Undertake continuous professional development and review progress in accordance with Swansea University's  Continued Professional Development  system. 6. Support the programme's marketing campaigns through various channels, promote the provision in local communities and maintain constructive relations with stakeholders, and contribute to the recruitment of new learners 7. Use current teaching resources skilfully and effectively and, where necessary, develop and share suitable materials. 8. Work constructively towards improving completion and progression rates by providing effective learning support, pastoral care, advice on progression routes, and referral to relevant services. 9. Contribute to ensuring the quality of the provision in accordance with the procedures of the National Centre for Learning Welsh and the University. 10. Promote and contribute to the  Learn Welsh -Swansea Bay Region Learner Support programme, by attending internal and public events where appropriate. 11. Encourage and support learners to sit Welsh for Adults (WJEC) exams, providing appropriate training and support. 12. Contribute proactively to the organisational and operational work of Learn Welsh - Swansea Bay Region in relevant meetings. 13. Carry out any additional and reasonable duties as directed by the Line Manager, Head of Learn Welsh - Swansea Bay Region or Director of Academi Hywel Teifi. 14. To fully engage with the University’s Performance Enabling and Welsh language policies. 15. Ensure that risk management principles are incorporated into all decisions, complying with the University's Risk Management Policy. 16. Comply with the requirements of GDPR legislation in relation to data protection. 17. Commit to completing organisational training courses in a timely manner as directed by managers. 18. Promote equality and diversity in the workplace, fostering positive relationships in accordance with the Learn Welsh - Swansea Bay Region Code of Conduct. |
| Person **Specification** | **Essential Criteria:**     1. Educated to degree level or equivalent. 2. Fluent in Welsh to a high standard 3. Experience of teaching Welsh to Adults across the range of levels, to a high standard and eliciting positive feedback. 4. Experience of teaching *Cymraeg yn y Cartref* or Welsh for teachers’ courses. 5. Competence to enrich educational experiences through confident and purposeful use of IT platforms, resources and programmes (including Zoom and Microsoft Teams). 6. Excellent interpersonal and communication skills. 7. Ability to identify the educational needs of learners and prospective learners of the Welsh language and a commitment to a learning environment that focuses on the learner's needs. 8. Proven ability to manage, organize and prioritize own work. 9. Proven ability to work as an effective member of a team or independently. 10. Willingness to support and promote public events for learners or prospective learners and informal learning opportunities organised by the Academi. 11. Ability and willingness to travel across the Swansea and Neath Port Talbot area, and beyond if required at times. 12. Willingness to work flexible hours, including evening or weekend hours. 13. Willingness to work in an office located outside Swansea University campus, the exact location depending on the area to which the individual is appointed. 14. Evidence of a commitment to continuous professional development and the willingness and ability to keep up to date with changes in policies and regulations.   **Desirable Criteria:**   1. Postgraduate degree 2. Experience of working with societies or movements that organise activities for learners. 3. Ability to undertake relevant research to promote the Academi's objectives. |
| **Application information** | Applicants are asked to submit an online application, carefully considering the essential criteria above and provide evidence of your ability to achieve each of them. When submitting your application form online (in Welsh), you are also asked to submit:   1. A copy of your CV tailored to this post 2. A supplementary letter (1 A4 side) outlining what you can contribute to the job |
| **Additional Information** | Informal inquiries are welcome, and can be directed to Iestyn Llwyd (Head of Learn Welsh - Swansea Bay Region) by e-mail: [i.llwyd@swansea.ac.uk](mailto:i.llwyd@abertawe.ac.uk)  If you want more information about Learn Welsh - Swansea Bay Region's current provision and the Learning Welsh sector, go to [dysgucymraeg.cymru/aba](http://www.dysgucymraeg.cymru/aba)  Click the following link for more information about [Academi Hywel Teifi](https://www.swansea.ac.uk/cy/academi-hywel-teifi/) |

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