

**Job Description: Associate Tutor**

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| **College:** | Academi Hywel Teifi |
| **Job Title:** | Associate Tutor (Learn Welsh Swansea Bay Region) |
| **Salary:** | Associate Tutors are paid an hourly rate of £18.69 based on Grade 7 Swansea University’s Pay Scale. Multipliers are used to calculate inclusive payments for different aspects of the work e.g. between £31 - £34.89 an hour for formal teaching work (dependent on the nature/level of the course); or £27.84 for leading 'student support' events. |
| **Hours of Work:** | To be confirmed through discussion |
| **Agreement:** | Fixed-Term Appointment to July 31 2026 |
| **Location:** | At our teaching centres in the region and/or online through video-conferencing technology according to demand |

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| **Introduction** | Academi Hywel Teifi was established by Swansea University in 2010 and it was named in memory of the former Welsh Professor and one of the nation's greats, Professor Hywel Teifi Edwards. The Academi is a unique institution that is greater than the sum of its parts, which includes:   * **Learn Welsh Teaching Centre - 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 Translation and Language Compliance Unit;** and * **Tŷ’r Gwrhyd which is the Swansea and Neath Valleys Welsh Centre**.   As well as promoting the status and use of the Welsh Language, the main aim of the Academi is to empower individuals of all ages and educational, cultural and social backgrounds to learn Welsh or develop their language skills. The Academi also works to promote opportunities and the benefits of studying through the medium of Welsh, as well as presenting and celebrating its culture.  Providing Welsh medium education is core to Swansea University's strategy, reflecting the University's lead role in Wales today, as well as its regional, national and statutory responsibilities.  This post requires high quality delivery of teaching, as well as enthusiastic commitment to ensuring an excellent learning experience for all learners. |
| **Background** | **We extend an open invitation to enthusiastic and qualified individuals to apply for opportunities to work as Associate Tutors  in the Learn Welsh Swansea Bay Region unit.**  LWSBR offers Welsh for Adults courses at all levels, providing a variety of weekly, intense, block and residential courses. Amongst the provision are the **All Welcome courses, Welsh at Home courses** and bespoke courses in the workplace.   Most of the courses are held in the  **Swansea** and **Neath Port Talbot** areas , with a significant percentage of the teaching also taking place online through videoconferencing technology.  These are jobs with a paid **hourly rate** and regular teaching hours for classes at night and during the day.  (After a tutor is appointed to a course, the expectation is that they will commit to complete that course.)  As well as teaching, tutors are expected to contribute to fostering, developing and maintaining a sense of a **supportive community** , which is core to the success of the learners. This includes **supporting and promoting the work of LWSBR** , contributing to extra-curricular activities to support learners - including opportunities to practice discussing and socialising through the medium of Welsh outside of the traditional classroom.  An Associate Tutor will be expected to teach a variety of formal and informal courses as part of LWSBR programme. There could also be opportunities to teach lessons in workplaces outside of the regional boundaries.  In addition, Associate Tutors will be expected to contribute to the development of some of the Academi  's **Welsh Centres** - creating a welcoming, natural and social environment which will empower learners to develop into confident and fluent speakers. |
| **Main Duties and Responsibilities** | **Expectations for LWSBR Associate Tutors**  LWSBR Associate Tutors will be expected to be able to:   1. **Teach a variety of courses on different levels**  within the LWSBR programme, by coming to an annual agreement on the number of courses to deliver - in accordance with the needs of the programme and the individual's aspirations. 2. **Contribute to the continuous improvement of the learner experience** by thoroughly preparing lessons which are inspirational, fun and effective – thus creating an environment where learners enjoy their progress and fulfil their potential. 3. **Provide support, guidance and advice**  for learners and potential learners, directing them to appropriate resources, and encouraging them to research suitable progression paths. 4. **Encourage and support learners to sit WJEC Welsh for Adults exams**, whilst responding to their needs and preparing them effectively to sit the exams confidently. 5. **Work proactively and constructively**  with the leading team and LWSBR staff to develop and deliver a programme of the highest quality, whilst fully contributing to realising annual completion and progression targets. 6. **Take personal responsibility for the quality of provision** by reflecting professionally, analysing feedback and responding to it constructively. 7. **Commit positively to professional development by taking part in pedagogy forums, peer observations and performance development plans.** 8. **Leverage training opportunities** by developing teaching and professional skills. (an allowance will be paid at a specific rate for attending official training sessions arranged by the institution). 9. **Work in accordance with LWSBR code of practice.**  and adhere to the University's policies and guidelines, including completing statutory training courses for staff. |
| **General Duties** | 1. prepare and plan lessons/sessions thoroughly 2. check messages and communications regularly and respond to them appropriately and in a timely manner, and comply with administrative procedures and deadlines; 3. develop a constructive relationship and create a supportive atmosphere, and be proactive trying to ensure full and consistent attendance in lessons; 4. be mindful of aspects relating to health and safety in every activity as well as safety procedures 5. promote the LWSBR *Supporting Learners* programme and support it practically, and attend - according to demand - internal and public events organised by LWSBR; 6. assist with learner recruitment work by practically supporting LWSBR's marketing campaigns and being a means of transmitting information and messages according to need; 7. Ensure that learners have every opportunity to become confident Welsh speakers, and that they feel a core part of the wider Welsh community. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values in the day to day delivery of their roles.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together** We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We care**  We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  **Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.** |
| **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 the ability to recognise Welsh learners' and potential Welsh learners' educational needs. 4. Excellent interpersonal and communication skills, proven ability to manage, organise and prioritise his/her own work, 5. Ability to co-operate constructively and proactively as a team member and independently; 6. Commitment to an environment that focusses on learners' needs 7. Confidence and competence when using IT, including the full range of Microsoft Office applications including Word, PowerPoint and Excel, and a willingness to lead teaching sessions across the Zoom video-conferencing platform 8. A readiness to organise and support activities, e.g. as part of LWSBR's *Supporting Learners* programme or its marketing campaigns 9. Ability and readiness to work across the Swansea and Neath Port Talbot area 10. Evidence of commitment to continuous professional development and the readiness and ability to keep up to date with information about changes in policies and regulations. |
| **Desirable Criteria** | 1. Postgraduate degree 2. Welsh for Adults National Qualification 3. Experience of working with societies or movements that organise activities for learners. 4. Can show some flexibility in working pattern and a willingness to respond proactively to a change of timetable, location or working arrangements at short notice. |
| **Application information** | Applicants are asked to apply through the online system (in Welsh) and to provide evidence against the essential criteria of the post. Please also attach the following to your application:   1. A copy of your CV tailored to this post 2. Cover letter (1 A4 side) outlining what you can contribute to the job |
| **Additional Information** | For further information please contact:  Iestyn Llwyd (Head of LWSBR) [i.llwyd@swansea.ac.uk](mailto:i.llwyd@abertawe.ac.uk) |

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