Job Title: Welsh for Adults & Language Skills Tutor

Unit/School: Welsh Language Unit

Grade: 4A/B

HERA: WL04

Core purpose of role
The Welsh Language Unit at Cardiff Metropolitan University leads on the development and growth of Welsh medium provision and services for students, staff and the public across the University.

In support of the University's objectives of increasing Welsh medium provision and services, the Welsh Language Unit delivers a range of Welsh language learning and skill development programmes (from beginners to proficiency) to staff and students.

The post holder will be responsible for delivering Welsh for Adults programmes to students and staff across both of Cardiff Met's campuses and online, and for preparing Cardiff Met Students to undertake the Coleg Cymraeg Cenedlaethol's Welsh Language Skills Certificate (WLSC).

This role is funded by the National Centre for Learning Welsh and the Coleg Cymraeg Cenedlaethol, but the postholder will be a Cardiff Met member of staff.

Key responsibilities and contributions

- Teach on Welsh for Adults programmes ranging from beginners to proficiency programmes.
- Help develop and launch new Welsh language learning and skill development programmes for students and staff.
- Deliver these programmes through a combination of face-to face and online delivery.
- Develop and prepare teaching resources as required, and tailor lessons to the needs of the learners within each class.
- Set appropriate assessments for each programme
- Work with the Welsh Language Unit in administrating the programmes, including learner recruitment, registration, level assessment, and support/informal activities.
- Contribute to the Welsh Language Unit's programme of 'Informal Welsh' learning events and participate in the team's ongoing professional development activities.

- Ensure that Cardiff Met staff and students are aware of opportunities outside of the university to use and improve their Welsh.
- Coordinate the WLSC arrangements at the University: promoting the certificate, registering candidates, organising preparation sessions, organising oral assessments, written exams, etc.
- Provide workshops/preparation sessions for WLSC candidates.
- Attend WSC oral examination assessment training with the WJEC and the Chief Examiner, together with a briefing session before the written examination.
- Attend other meetings organised with officers from the Coleg Cymraeg to share good practice and give feedback on the WLSC.

Person specification

- Educated to degree level or equivalent.
- Eligible to teach Welsh to adults under the 2002 Welsh for Adults regulations, i.e. Qualification to teach Welsh for Adults, or experience of teaching adults pre-2002, or an appropriate teaching qualification.

Essential experience, knowledge and skills

1. Knowledge of Welsh for Adults programmes delivered in Wales.
2. Knowledge of effective pedagogy in delivering Welsh for Adults programmes.
3. Comprehensive knowledge of Welsh grammar.
4. Knowledge of the Welsh Language Skills certificate qualification.
5. Knowledge of delivering Welsh for Adults courses through e-learning.
6. Experience of delivering Welsh for Adults programmes, in both face-to-face and virtual settings.
7. Good organisational skills.
8. The ability to work effectively to deadlines.
9. The ability to work effectively as an individual and use your own initiative.
10. Good interpersonal skills.
11. Good IT skills, particularly in relation to the creation and delivery of teaching resources.
12. Ability to deliver Welsh for Adults programmes through e-learning methods.

Desirable

1. Experience of delivering Welsh Language Certificate provision to students and coordinating examination arrangements.

2. A qualification in Welsh as a subject, O level, GCSE or a higher qualification.
3. Experience of working in the HE sector.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: Welsh language skills levels. If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.	Essential	Essential	Essential	Essential

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.