

POST TITLE:
WELSH LANGUAGE OFFICER NORTH

VACANCY REFERENCE NO:
20-21/02/04

CLOSING DATE:
Wednesday, 24 March 2021 at 12 Noon

JOB DESCRIPTION

**Coleg Sir Gâr
Graig Campus
Sandy Road
Llanelli
Carmarthenshire
SA15 4DN
Tel : (01554) 748154
Fax : (01554) 748097**

JOB DESCRIPTION

POST:	Welsh Language Officer North
REF:	20-21/02/04
SALARY:	APT&C Scale 6 point 28 - £28,597
HOURS PER WEEK:	37 hours per week
WEEKS PER ANNUM:	52 weeks per annum
BASE CAMPUS:	Cardigan
RESPONSIBLE TO:	Director of Bilingualism & Learner Support
COMMENCEMENT DATE:	To be confirmed pending satisfactory Disclosure and Barring Service (DBS) Certificate and Education Workforce Council (EWC) Registration for learner support worker.
TEMPORARY/PERMANENT:	Permanent
PURPOSE:	<p>To develop the Welsh language skills of all learners and staff;</p> <p>To support the development of courses offered through the medium of Welsh</p> <p>To ensure Welsh medium and bilingual curriculum development across Coleg Sir Gar and Coleg Ceredigion;</p> <p>To maintain key partnerships for the development of the Welsh Language and Welsh Language Curriculum such as working with Coleg Cymraeg Cenedlaethol, Sgiliaith, Partneriaeth Addysg Gymraeg, the Urdd and UWTSO.</p> <p>To contribute to initiatives to increase non-core income and to reduce costs whilst not affecting quality of provision.</p>

1. INTRODUCTION

The Board of Directors of Coleg Sir Gar and Coleg Ceredigion are committed to appointing the very best staff who achieve excellence in their work. Working to the values and behaviours that underpin the strategic plan and business of the institution, the College seeks staff that display creativity and innovation, whilst driving their own performance, and the performance of others, to provide the very best experience and service to learners.

As a member of the Directorate of Learner Experience and Partnerships, the post holder will play an essential role in the development and implementation of College strategies, policies and procedures in the areas of Learner Experience and Partnerships in relation to the Welsh Language. Focusing on the development of Welsh language skills across both Coleg Sir Gar and Coleg Ceredigion, this is an exciting opportunity for a dynamic and passionate person to also work with Senior Leaders and Faculty Managers to develop a Welsh medium / bilingual curriculum that provides progression opportunities for learners and provides them with the skills necessary to succeed in Carmarthenshire, Ceredigion, Wales and beyond.

Working closely with the Senior Leadership Team (SLT) and Faculty Management Teams (FMTs) on a daily basis, the post will involve travel across Carmarthenshire and Ceredigion, and demand flexibility in working hours.

To meet future challenges, the post holder will support the College's drive to increase non-core income particularly by supporting the Faculties in their commercial activities and by ensuring that the appropriate Curriculum, Quality and Standards of Teaching and Learning are of the very highest order.

2. SPECIFIC RESPONSIBILITIES

The Welsh Language Officer(s) will be expected to:

1. Ensure that all staff have the opportunity to develop their bilingual teaching skills and where appropriate improve their confidence to develop their Welsh language teaching skills;
2. Manage the staff delivering the Work Welsh programme on the relevant sites;
3. Work with staff to ensure students have the opportunity to study and complete work through the medium of Welsh or bilingually;
4. Advise and encourage students to follow courses through the medium of Welsh or bilingually and deliver Welsh language awareness raising sessions;
5. Support students studying through the medium of Welsh or bilingually and to note their progress;
6. Work with teaching staff to assist students studying through the medium of Welsh or bilingually including one-to-one and in-class support;
7. Work with teaching staff to ensure that all college provision includes elements of the Welsh language, ethos and culture and to record this activity;
8. Promote Welsh language activities and resources to staff and students through the college's social media and internal Google communication systems as appropriate
9. Assist undertaking initial assessments and diagnostic tests to assess the Welsh language skills of learners;
10. Support teaching staff and Faculty Managers in obtaining and developing bilingual learning materials to increase Welsh medium / bilingual delivery within their subject areas;
11. Organise a programme of Welsh medium student events on all college sites;
12. Support active Welsh language partnerships with Awarding Bodies, Coleg Cymraeg Cenedlaethol, Sgiliaith, the Partneriaeth Addysg Gymraeg, secondary schools, the Urdd, UWTSD and other relevant agencies that will enhance the learner experience;
13. To assist the Director of Bilingualism and Learner Support in the preparation of monitoring reports for internal and external purposes;
14. To attend internal and external meetings as required and at the request of a Director of Bilingualism and Learner Support;
15. To assist the college management team in ensuring that the college complies with any legal requirements in relation to the Welsh language;
16. To comply with quality requirements in accordance with the college's Quality Assurance Cycle;
17. Contribute to the effective implementation of all college policies and procedures;
18. To undertake such other duties and responsibilities as may reasonably be required of the postholder.

3. GENERIC RESPONSIBILITIES

The Welsh Language Officers will be expected to:

3.1 Share collective responsibility for:

- Developing and promoting the College's Strategic Plan;
- Providing information and advice to the Executive and Corporation;
- Supporting the delivery of the College's Bilingualism Strategy
- Supporting the delivery of the curriculum targets and actions outlined in the bilingual operational plan;
- Ensuring, as a line manager, that appropriate steps are taken to:

- appoint suitably qualified and experienced staff
- provide staff with appropriate training and development opportunities
- implement College policies and procedures with respect to equal opportunities
- undertake the formal appraisal of staff in line with College policy
- adhere to approved disciplinary and grievance procedures
- implement and monitor Health and Safety requirements
- implement targets outlined in the bilingual operational plan
- have relevant policies in place where necessary

- 3.2 Implement agreed measures to monitor and improve the quality of experience for students.
- 3.3 Represent the college at any local, national or international forum at the request of the Principal.
- 3.4 Work with the Executive to ensure that the College meets its aims and objectives, quality standards and performance targets.
- 3.5 Undertake liaison work, when appropriate, with schools, HE Institutions, employers, parents and local community organisations.

4. PERFORMANCE REQUIREMENTS

- 4.1 **Pre-entry Qualifications and Experience**
Degree;
Relevant Teaching Qualification;
Experience of teaching through the medium of Welsh or bilingually;
- 4.2 **Training Period**
Six month probationary period;
- 4.3 **Contacts and Relationships**
To report to the Director of Bilingualism and Learner Support;
To liaise with the relevant members of the Senior Leadership Team, Faculty Managers, Course Leaders and practitioners.

5. PERSON SPECIFICATION

5.1	Qualifications:	Degree Teaching qualification (If you are not in possession of a teaching qualification as at the date of employment, you will be required to obtain a PGCE within 2 years of this date)	Essential Essential
		GCSE Welsh at minimum Grade C or O Level equivalent	Essential
		GCSE English at minimum Grade C or O Level equivalent	Essential
		GCSE Mathematics at minimum Grade C or O Level equivalent	Essential
5.2	Experience:	Experience of Teaching Welsh Responsibility for developing a bilingual dimension across an Institution Experience of Mentoring	Desirable Desirable Desirable
5.3	Personal Attributes:	Good communicator with diplomacy and tact Good interpersonal and organisational skills Ability to work harmoniously with colleagues Ability to work under pressure and to tight deadlines.	Essential Essential Essential Essential

		Good presentational skills	Essential
		Competence in the use of a range of IT systems and packages	Essential
5.4	Other:	A current driving licence and access to a car	Essential
5.5	Welsh Language:	Welsh Oracy (Listening/Speaking)	Level 4
		Welsh Literacy (Writing/Reading)	Level 4
		(See detailed Language Level Descriptors attached)	

6. NOTES

- 6.1 As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- 6.2 This job description is valid as at 1st February 2021. It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes that are agreed.
- 6.3 This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- 6.4 As a requirement of your employment, you are required to be appraised as agreed within the Coleg Sir Gâr & Coleg Ceredigion Appraisal Scheme.

Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English.

LANGUAGE LEVEL DESCRIPTORS

	LEVELS	ORACY	LITERACY		APPLICATION FORM
		Listening/Speaking	Writing	Reading	
Welsh essential	Level 4 High	<ul style="list-style-type: none"> ▪ CAN lead and contribute effectively to lectures/meetings and seminars/tutorials ▪ CAN handle complex or contentious issues with specialist knowledge. ▪ CAN understand idiomatic expressions and colloquialisms. ▪ CAN present a clear, smoothly flowing descriptions or argument 	<ul style="list-style-type: none"> ▪ CAN make full and accurate notes (inc. PowerPoint) and continue to participate in a lecture/meeting or seminar ▪ CAN write clear, smoothly flowing text in an appropriate style ▪ CAN write complex letters, reports or articles ▪ CAN write summaries and reviews on professional matters 	<ul style="list-style-type: none"> ▪ CAN understand correspondence expressed in non-standard language ▪ CAN understand reports and articles, including complex ideas expressed in complex language ▪ CAN read all forms of written language including specialised texts such as handbooks, course work, assessments, assignments and dissertation papers. 	
	Level 3 Intermediate	<ul style="list-style-type: none"> ▪ CAN contribute to lectures and meetings ▪ CAN argue for or against a case ▪ CAN take and pass on most messages ▪ CAN understand extended speech & lectures ▪ CAN follow complex lines of argument ▪ CAN interact with a degree of fluency and spontaneity that makes interaction with first language speakers possible. ▪ CAN present clear, detailed descriptions on a wide range of subjects 	<ul style="list-style-type: none"> ▪ CAN deal with all routine requests for information or services. ▪ CAN write clear, detailed text on a wide range of subjects related to his/her subject/interests. ▪ CAN write an essay or report, passing on information or giving reasons in support of or against a particular point of view. 	<ul style="list-style-type: none"> ▪ CAN understand most correspondence, reports and factual product literature ▪ CAN read articles/reports 	Good
	Level 2 Basic	<ul style="list-style-type: none"> ▪ CAN describe simple experiences and events ▪ CAN give simple opinions and plans ▪ CAN state simple requirements ▪ CAN ask/answer simple questions ▪ CAN offer simple advice to clients ▪ CAN understand main points of discussion ▪ CAN enter unprepared into conversation 	<ul style="list-style-type: none"> ▪ CAN make simple notes at a meeting or seminar where the subject matter is familiar and predictable. ▪ CAN write simple connected texts on familiar topics ▪ CAN exchange information on familiar topics and activities 	<ul style="list-style-type: none"> ▪ CAN understand non-routine letters and reports/articles ▪ CAN understand text that consist mainly of high frequency everyday work related language ▪ CAN understand simple short reports or product descriptions on familiar matters 	Fair
Welsh desirable	Level 1 Entry	<ul style="list-style-type: none"> ▪ CAN use and recognise simple phrases and sentences ▪ CAN handle very short interactive exchanges but not enough to keep the conversation going ▪ CAN take and pass on simple messages 	<ul style="list-style-type: none"> ▪ CAN write a simple routine request to a colleague ▪ CAN write a short note to a colleague ▪ CAN write short, simple notes and messages ▪ CAN fill in forms with simple details 	<ul style="list-style-type: none"> ▪ CAN understand and read very short, simple texts ▪ CAN find specific, predictable information in simple everyday material such as advertisements, prospectuses and timetables 	Poor
	Level 0	<ul style="list-style-type: none"> ▪ No Welsh language skills at all 	<ul style="list-style-type: none"> ▪ No Welsh language skills at all 	<ul style="list-style-type: none"> ▪ No Welsh language skills at all 	None

MAIN CONDITIONS OF SERVICE
ADMINISTRATIVE, PROFESSIONAL, TECHNICAL
AND CLERICAL STAFF (APT&C)

1.	Post Grade:	Appointments will be made to the initial point of the scale indicated in the Job Description. Employees receive an additional increment every April until the maximum point on the scale is reached.
2.	Payment of Salary:	Monthly by credit transfer into a bank or building society account.
3.	Leave Entitlement:	For a <u>full time</u> employee the basic leave entitlement is 28 days per annum, rising to 32 days after 5 years service. Eight statutory bank holidays, and five additional days which are fixed by the college. This entitlement is applied pro rata for part time employees. Holiday year September to August. Holiday entitlement for one holiday year cannot be taken in subsequent holiday years, in some exceptional cases up to 5 days (pro rata) may be rolled forward by agreement of the Principal. NB. All staff working term time only will be entitled to a pro rata payment in lieu of annual leave which will be taken outside of term time.
4.	Medical Assessment:	Your contract of employment will be subject to a satisfactory medical assessment. A medical examination will only be necessary if deemed advisable by the College Medical Advisor.
5.	DBS (Disclosure & Barring Service) Check:	Your contract of employment will be subject to a Disclosure & Barring Service (DBS) check (which may include spent convictions under the Rehabilitation of Offenders Act). Having a criminal record will not necessarily be a bar to obtaining a position within Coleg Sir Gâr, please refer to the Recruitment of Ex-Offenders Policy which is available on the Intranet or alternatively we will provide a copy on request. A copy of the DBS's Code of Practice can be downloaded at http://www.homeoffice.gov.uk or alternatively we will provide a copy on request.
6.	Pension:	You will automatically become a member of the Local Government Pension Scheme unless you choose otherwise. If you elect not to be a part of the scheme you must complete the appropriate opt out form available from the Dyfed Pension Fund. There will be a range of contribution rates between 5.5% & 7.5% dependent on your Full Time Salary for Pension purposes.
7.	Period of Notice:	One month.
8.	Probationary Period:	The appointment is subject to a term of probation of 6 months.
9.	Vehicle Insurance:	It is a condition of your employment that any motor vehicle insurance policy that you have, or covers your driving activities, for or in relation to the College expressly indicates that you are covered for Business Use.
10.	Smoking Policy:	Coleg Sir Gâr has a No Smoking Policy.
11.	Sickness Payment:	The sickness pay scheme provides allowances based on length of service, with a maximum of 6 months full pay and 6 months half pay after 3 completed years' service.
12.	Health & Safety:	<p>Coleg Sir Gâr accepts its obligations under the Health and Safety at Work Act 1974 for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees.</p> <p>A further objective is to involve everybody at the workplace – management and employees – and to create an awareness of the importance of achieving high standards of health and safety.</p> <p>All employees must be aware of their duties to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work and to co-operate with College in meeting its statutory duties.</p> <p>The College has issued a general statement of health and safety policy which sets out the aims and objectives for improving health and safety at work.</p>
These are provisional terms & conditions and may be subject to change.		

POST: WELSH LANGUAGE OFFICER (SOUTH)

- ◆ Should you wish an acknowledgement of receipt of your application form, please complete the tear off slip below and return with a SAE.

- ◆ Please note that if you are shortlisted for interview the college will take up references prior to interview, unless a request not to do so is clearly made on the application form.

- ◆ If you have not received correspondence from the College by 30th April 2021 you may assume that you have not been considered to be a shortlisted candidate. The College does not notify unsuccessful candidates.

Name:

Address:

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I wish receipt of the enclosed application form to be acknowledged and I enclose a SAE.