

LLANELLI RURAL COUNCIL

JOB DESCRIPTION

POST TITLE:	SKILLS TUTOR
GRADE:	SCALE 5 SCP 12-18 £28,598-£31,537
RESPONSIBLE TO:	YOUTH EMPLOYMENT PROGRAMME MANAGER
SUPERVISORY RESPONSIBILITY:	LEARNERS

JOB PURPOSE:

1. To provide a high-quality training service to learners within the Training Department.
2. To deliver effective classroom-based teaching and assessment in employability and essential skills.
3. To maintain accurate digital learner records relating to progress, achievement and completion of core units, employability and essential skills qualifications.
4. To prepare engaging teaching resources and contribute to learner progression, development and wellbeing.
5. To support the coordination and delivery of Additional Learning Support where required.

MAIN RESPONSIBILITIES:

1. To assist in the fulfilment of all contractual requirements as determined by the Welsh Government.
2. To meet the quality standards set out within the Common Inspection Framework.
3. To contribute to the effective management and operation of the council as a whole and to work collaboratively as part of a team.
4. To contribute towards the development of a culture within the council which is customer focused, committed to securing best value and to providing high standards of service and the promotion of Health and Safety.
5. To act in accordance with the council's Health and Safety Policy and supporting procedures and to comply with all statutory regulations and the legal requirements of Health and Safety which may, from time to time, be applicable or in force.
6. To fulfil all personal obligations and requirements with regard to the council's policies and procedures with particular emphasis on equal opportunities, customer care, security, work standards and promotion of the council's values.

7. To adopt a co-ordinated and co-operative approach to working across services.
8. To promote quality work-based learning opportunities and contribute to the development of positive employer relationships.
9. To support the promotion of youth employability programmes and fulfil all relevant obligations associated with prime contractors where applicable.

HOURS OF DUTY: 37 hours per week

8.45 am to 5.00 pm Monday to Thursday

8.45 am to 4.30 pm Friday

You may also be required to work additional hours as and when necessary which will be paid as overtime.

PLACE OF WORK:

You will be required to divide your working week between two locations in Llanelli and Carmarthen.

SPECIFIC DUTIES

(NOT IN ORDER OF PRIORITY)

1. To plan, prepare and deliver engaging learner sessions in line with curriculum requirements, providing a high-quality, flexible and supportive learning programme that enables learners to develop skills, knowledge and confidence to achieve their goals.
2. To deliver core units, employability qualifications, essential skills and other accredited courses in line with programme requirements.
3. To develop and adapt a range of learning and teaching materials appropriate to learners' needs and levels, contributing to the development of an in-house resource bank of quality materials.
4. To apply a range of teaching and learning strategies to support diverse learning needs and promote learner engagement.
5. To create and maintain a positive, inclusive and supportive learning environment that encourages participation, confidence and accessibility.
6. To identify learners with Additional Learning Needs (ALN) or disabilities and plan appropriate support, including differentiated teaching strategies, personalised resources and assistive technologies.
7. To implement and review support strategies and reasonable adjustments, adapting teaching methods and monitoring learner progress to ensure achievement.
8. To monitor and track individual and cohort progress against learning plans and qualification requirements.
9. To provide constructive and timely feedback to learners to support continuous improvement and achievement.

10. To maintain accurate assessment and learner records in line with awarding body, programme and additional learning needs requirements.
11. To work collaboratively with Lead Workers to identify learner support needs, barriers to learning and personal development goals.
12. To contribute to the development, implementation and review of Electronic Individual Learning Plans (EILPs).
13. To participate in learner progress review meetings and ensure all relevant documentation is updated accordingly.
14. To communicate any concerns relating to learner attendance, engagement, performance or support needs to Lead Workers.
15. To organise, lead and participate in meaningful activities for learners, including educational visits, enrichment sessions and guest speakers.
16. To ensure all teaching, assessment and learner support practices meet required quality standards and programme compliance.
17. To maintain up to date knowledge of curriculum developments, teaching practices and awarding body requirements.
18. To liaise with external specialists, support staff and relevant agencies to ensure learners receive appropriate support.
19. To undertake such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties.

Note: This job description reflects the position at the present time only and may be subject to change in the future.

19 March 2026