

Welsh Language Trainer Job Family – Technical

Grade: E		Department: Learning and Development
Location: Headquarters		Security Vetting: RV
Role Specific Requirements/ Restrictions:	No Restrictions	
Role Specific Hazards:	Manual Handling, Display Screen Equipment, Headsets	
System Access Requirements:	MyTrent Manager Self Service, Working Time Recording, WinPak,	

Role Purpose

Provide Welsh language lessons to all Dyfed Powys Police staff to work towards a fully bilingual workforce.

Role Specific Tasks

1. To present a professional image and service to students when delivering training, effectively engaging with internal and external customers at all levels.
2. To be accountable for the timely production of Welsh language lesson material and research material to enable delivery of the costed training plan.
3. To develop, evaluate and improve Welsh language lesson material and be flexible to adapt material and learning delivery as required.
4. To lead on the development of on line teaching resource for the delivery of Welsh Language lessons.
5. To plan and coordinate the delivery of Welsh language lessons of varying ability, co-ordinating activities with others as necessary.
6. To plan an annual scheme of work/ incorporating learning at Levels 1 through to 5.
7. To record students' progress and write an annual report for organisational distribution.
8. To motivate students with enthusiastic, imaginative presentation;
9. To register and prepare students for external assessments and portfolios for accreditation where relevant.
10. Coordinate activities and resources within a specific area of the curriculum, supporting colleagues in the delivery of this specialist area;
11. Staying up to date with changes and developments in the structure of the delivery of Welsh language lessons in line with national curriculum and guidance curriculum;
12. Take part in organisational events and activities which may take place at weekends, evenings, particular events being e.g. National Eisteddfod.
13. Liaise with colleagues and working flexibly, particularly within force area.

Role Generic Tasks

14. To deliver advice and guidance to the point of resolution.
15. To undertake activities and administrative tasks as required.
16. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
17. To communicate effectively with internal and external customers.
18. To ensure force systems are maintained and updated effectively in line with business processes.
19. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practise.
20. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application] Only evidence against these <u>FIVE</u> attainments on your application form	
	1. Must hold Qualified Teacher status (QTS) (E)
	2. Must be qualified to degree standard or equivalent and a PGCE qualification. (E)
	3. Must be fluent in all areas of communication through the medium of Welsh to Level 5 (E) Click here for the DPP Welsh Language requirements]
	4. Must have experience in teaching Welsh. – to children or adults. (E)
	5. Must have strong management skills with the aptitude to accommodate all levels of learning and ability (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process	
	1. Must have a passion for teaching with the ability to plan and deliver inspiring lessons (E)
	2. Must have a proven ability to work effectively with a minimum of supervision, organising and prioritising own workload (E)
	3. Must have effective written and oral communication skills, with an ability to communicate with people at all levels of the organisation (E)
	4. Must demonstrate a practical approach to problem solving (E)
	5. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	6. Must have effective keyboard inputting skills (E)
	7. Must be computer literate, proficient in the use of Microsoft Word and Excel (E)
	8. Must be able to travel within the force area as required by the role (E)

KEY: (E) – Essential / **(D)** – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.