

TUAIRISGEUL OBRACH

Tìotal na h-Obrach:	Oidean Gàidhlig (luchd-obrach banca)	Aontaichte le:	ELT
Neach-dreuchd:	Falamh		
Cunntas Gu:	An t-Oll Mìcheal Mac a' Ghobhainn	Ceann-latha:	2025
Ìre:	WINS01	Àite:	Steòrnabhagh

ADHBHAR

Bidh an neach san dreuchd ag obair gu dlùth leis an sgioba curraicealaim gus eòlas ionnsachadh cànan aig àrd ìre a lìbhrigeadh sa Ghàidhlig.

Bidh uallach air an neach-dreuchd airson gach taobh de phròiseasan ionnsachaidh nan oileanach agus feumar ionnsachadh a lìbhrigeadh a' cumail ri inbhean gealltanais càileachd na Colaiste.

Bidh uallach air an neach san dreuchd cuideachd airson raon de ghnìomhan co-cheangailte ri oidean a chur air dòigh agus feumar a bhith comasach air obrachadh gu sùbailte ann an sgioba curraicealaim na Gàidhlig aig UHI a Tuath, an Iar is Innse Gall.

PRÌOMH RAOINTEAN

Bidh an neach-dreuchd cunntachail airson a bhith:

- A' lìbhrigeadh stiùireadh èifeachdach do dh'oileanaich ann an ionnsachadh na Gàidhlig gus coinneachadh ri inbhean gealltanais càileachd taobh a-staigh UHI agus na Colaiste fhèin.
- A' lìbhrigeadh stiùireadh stèidhichte air clàr-obrach na Gàidhlig a th' ann mar-thà ann an SpeakGaelic, ULPAN agus caochladh chùrsaichean cànan eile mar a dh'fheumar.
- A' cumail suas àrainneachd ionnsachaidh cànan tarraingeach agus tlachdmhor.

DLEASTANASAN AGUS UALLAICHEAN

Tha na dleastanasan agus na h-uallaichean a leanas ag amas air sealladh farsaing a thoirt air na diofar ghnìomhan a dh'fhaodadh iarraidh air an neach-dreuchd a bhith an sàs ann.

Bu chòir a thoirt fa-near nach e liosta iomlan de ghnìomhan a th' ann an tuairisgeul obrach, agus dh'fhaodadh gun tèid iarraidh air luchd-obrach dleastanasan eile a choileanadh a tha co-chosmhail ri ìre na dreuchd. Faodar an tuairisgeul obrach atharrachadh cuideachd gus sùim a ghabhail de shuidheachaidhean a tha air atharrachadh, agus thèid co-chomhairle a chumail ri luchd-obrach nuair a bhios feum air.

- Cumail suas clàran oileanach ceart.
- Faigh fios air ais bho oileanaich agus coinneamhan ath-bhreithneachaidh clas le oileanaich mar a dh'fheumar.
- Dealbhaich agus ullaich oileanaich airson obair clas/pròiseact a dhèanamh agus cuidich iad le bhith ag eagrachadh agus a' cur prìomhachas air ath-sgrùdadh far a bheil sin riatanach.
- Thoir taic do dh'oileanaich ann a bhith a' cumail suas deagh shlàinte intinn agus sunnd.
- Comharraich, mar phàirt den roinn agus den sgioba prògraim agad, cothroman airson leasachaidhean ann an lìbhrigeadh modal/aonad taobh a-staigh a' chlàr-obrach.
- Cothrom agus cumail suas nan goireasan a tha a dhìth airson lìbhrigeadh ionnsachadh èifeachdach.

COITCHEANN

- Cur ri bhith comharrachadh feumalachdan leasachaidh pearsanta is proifeiseanta.
- Cruthaich, cùm suas agus àrdaich deagh dhàimhean obrach le oileanaich agus co-obraichean.
- Dèanamh cinnteach gu bheilear a' cumail ri riatanasan dìon dàta agus a h-uile poileasaidh colaiste mar a dh'fheumar, a' gabhail a-steach uallach iomchaidh airson dèanamh cinnteach às an t-slàinte is sàbhailteachd agaibh fhèin agus daoine eile.
- Cur ri amasan gnàth-shìde, bith-iomadachd agus seasmhachd UHI, a' gabhail a-steach neoni lom ro 2040

CO-THEACSA

- Feumaidh an dreuchd conaltradh mòr leis an sgioba curraicealaim air an taobh a-staigh agus cuideachd luchd-obrach an ionaid ionnsachaidh agus oileanaich
- Feumaidh an dreuchd ìre àrd for-ghnìomhachd agus sgilean eagrachaidh làidir a bharrachd air comas conaltradh le luchd-obrach aig gach ìre, a thuilleadh air an fheadhainn ann am buidhnean eile air an taobh a-muigh
- Bidh cothrom aig an neach-dreuchd air fiosrachadh dìomhair agus uaireannan cugallach agus mar sin feumaidh e an dìomhaireachd seo a chumail
- Thathar an dùil gum bi e comasach don neach-dreuchd dèiligeadh ri cùisean mothachail gu h-iomchaidh a' cleachdadh deagh bhreithneachadh
- Bidh an neach aig a bheil an dreuchd fileanta sa Ghàidhlig le eòlas air ionnsachadh agus trèanadh sgilean no àrainneachd coltach ris agus le sgilean conaltraidh co-cheangailte riutha.

SÒNRACHADH AN NEACH

Slatan-tomhais	Riathanach	Ion-mhiannaichte
Teisteanasan	<ul style="list-style-type: none"> • Teisteanas co-cheangailte ris a’ Ghàidhlig gu HN ìre (SCQF Ìre 7) no nas àirde no eòlas co-ionann 	<ul style="list-style-type: none"> • TQFE no Teisteanas Teagaisg (PGCE/PGDE)
Eòlas	<ul style="list-style-type: none"> • Eòlas air ionnsachadh cànanain no trèanadh sgilean • Eòlas air cleachdadh conaltradh bhidio stèidhichte air an lìon (m.e Sgiobaidhean MS) • Sgilean IT comasach, eòlas dearbhte air cleachdadh sreath Microsoft Office a’ gabhail a-steach. MS Word agus Excel • Comas susbaint tarraingeach agus iomchaidh a lìbhrigeadh agus a thaisbeanadh do luchd-ionnsachaidh air-àrainn agus air-loidhne. 	<ul style="list-style-type: none"> • Eòlas air teagasg ann am foghlam air astar air-loidhne • Eòlas air deasachadh agus luchdachadh suas susbaint bhidio/meadhanan sìmplidh airson a chleachdadh air YouTube agus meadhanan sòisealta
Eòlas & Sgilean	<ul style="list-style-type: none"> • Comas conaltradh gu fileanta sa Ghàidhlig agus fiosrachadh iom-fhillte a sgaoileadh mar a dh’fheumar • Comas air cinn-ama teann a choileanadh agus deagh ùine a bhith agad • Comas conaltradh math a dhèanamh air feadh na sgioba agus na colaiste, a’ gabhail a-steach le pàrtaidhean bhon taobh a-muigh • Comas a bhith ag obair air an ceann fhèin agus mar phàirt de sgioba 	<ul style="list-style-type: none"> • Ìre àrd de sgilean eadar-phearsanta • Comas air gabhail ri suidheachaidhean a tha ag atharrachadh • Comas fuasglaidhean cruthachail a lorg gus taic a thoirt don dreuchd teagaisg • Ìre àrd de sgilean eagrachaidh a bhith agad
Feartan Pearsanta	<ul style="list-style-type: none"> • Pearsa adhartach is a’ coimhead a-mach • Sùbailteachd gus cinn-latha a choileanadh • Fèin-bhrosnaichte 	

	<ul style="list-style-type: none"> • Faodaidh iad obrachadh gu math taobh a-staigh sgioba • Dòigh-obrach socair agus inbhidh • Gleidheadh dìomhaireachd 	
Eile	<ul style="list-style-type: none"> • A bhith deònach uairean sùbailte obrachadh nuair a bhios feum air gus coinneachadh ri riathanasan na dreuchd • A bhith deònach siubhal gu cunbhalach air gnothaichean na Colaiste, eadar ionadan UHI, mar a dh'fheumar • Dealas taic a thoirt do choileanadh amasan Poileasaidh agus Ro-innleachd Seasmhachd UHI 2023-30 	<ul style="list-style-type: none"> • Cead dràibhidh glan

PRÌOMH CHOMHARRAN AGUS CUMHAICHEAN OBRACH

Uairean obrach	<p>Bidh luchd-obrach banca, nuair a thèid iarraidh orra, air am fastadh airson seata de dh'uairean san t-seachdain a rèir ìre SCQF agus/no meud clas. Mar as trice bidh cùmhnantan airson ùine de 6, 8- no 12 seachdainean. A bharrachd air sin, is dòcha gun tèid iarraidh air oidean uairean a bharrachd obrachadh gus coinneachadh ri riathanasan seirbheis sònraichte.</p> <p>Is e an t-seachdain obrach làn-ùine àbhaisteach aon de 35 uairean.</p>
Fad	<p>Tha e coltach gum mair na cùmhnantan oide seo sùbailte pàirt-ùine, stèidhichte air meud clas agus ìre teagaisg SCQF. Tha iad nan dreuchdan neo-mhaireannach.</p>
Tuarastal	<p>Tha an tuarastal airson na dreuchd seo air Sgèile WINS01 (£38,540 sa bhliadhna) pro-rata</p>

Saor-làithean	Air a ghabhail a-steach anns an tuarastal
Àite	Bidh na dreuchdan cunnraidh seo stèidhichte sa mhòr-chuid aig na h-Àrainn againn anns na h-Eileanan an Iar, ach dh'fhaodadh gum feum thu a bhith ag obair ann an àrainn sam bith aig UHI a Tuath, an Iar is Innse Gall.
Peinnean	Bidh thu air do chlàradh le cùmhnant ann an Sgeama Peinnein an Riaghaltas Ionadail. Gheibhear tuilleadh fiosrachaidh nuair a thèid do shuidheachadh.
Teisteanasan / Measadh Meidigeach / Sgrùdadh PVG	Airson tagraichean bhon taobh a-muigh bidh fastadh an urra ri teisteanasan agus sgrùdadh PVG, a thèid a ghabhail às dèidh tairgse a bhith air a dhèanamh.

Tha OGE a Tuath, an Iar agus Innse Gall, fastaiche co-ionannachd chothroman, na charthannas clàraichte a tha ann gus foghlam Adhartach is Àrd-ìre a sholarachadh.



JOB DESCRIPTION

Job Title:	Gaelic Language Tutors (bank staff)	Approved By:	ELT
Job Holder:	Vacant		
Report To:	Dr Michael Smith	Date:	2025
Grade:	WINS01	Location:	Stornoway

PURPOSE

The post holder will work closely with the curriculum team to deliver a high-quality language learning experience in Gaelic.

The post holder will be responsible for all aspects of student learning processes and must deliver learning adhering to the College's own internal quality assurance standards.

The post holder will also be responsible for facilitating a range of tutor related tasks and must be able to work flexibly in the Gaelic curriculum team at UHI North, West and Hebrides.

KEY AREAS

The post holder will be accountable for:

- Delivering effective instruction to students in Gaelic language learning to meet UHI and the College's own internal quality assurance standards.
- Delivering instruction based around existing Gaelic language syllabus in Speak Gaelic, ULPAN and other language course variants as required.
- Maintaining an engaging and enjoyable language learning environment.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

LEARNING DELIVERY

- Maintain accurate student records.
- Attain student feedback and class review meetings with students as required.
- Plan and prepare students for undertaking class/project work and help them organise and prioritise revision where necessary.
- Support students in sustaining a positive mental health and wellbeing.
- Identify, as part of your department and programme team, opportunities for module/unit delivery improvements within the syllabus.
- Access and maintain the resources needed for effective learning delivery.

GENERAL

- Contribute to identifying own personal and professional development requirements.
- Create, maintain and enhance good working relationships with students and colleagues.
- Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others.
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040

CONTEXT

- The post requires significant engagement with the internal curriculum team and also learning centre staff and students
- The role requires a high level of proactivity and strong organisational skills as well as an ability to engage with staff at all levels, as well as those in other external bodies
- The post holder will have access to confidential and sometimes sensitive information and will therefore be required to maintain this confidentiality
- The post holder is expected to be able to deal with sensitive matters appropriately using sound judgement
- The post holder will be a fluent Gaelic speaker and have experience in learning and skills training or a similar environment and possess related communication skills

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Gaelic related qualification to HN level (SCQF Level 7) or above or equivalent experience 	<ul style="list-style-type: none"> TQFE or Teaching qualification (PGCE/PGDE)
Experience	<ul style="list-style-type: none"> Experience in language learning or skills training Experience in use of web-based video communications (e.g. MS Teams) Competent IT skills, proven experience of using Microsoft Office suite incl. MS Word and Excel Ability to deliver and present engaging and appropriate content for on-campus and online learners. 	<ul style="list-style-type: none"> Experience of teaching in online distance education Experience of editing and uploading simple video/media content for use on YouTube and social media
Knowledge & Skills	<ul style="list-style-type: none"> Ability to communicate fluently in Gaelic language and relay complex information as needed Ability to meet tight deadlines and to possess excellent time keeping Ability to communicate well across the team and college, including with external parties Ability to work independently and as part of a team 	<ul style="list-style-type: none"> High level of inter-personal skills Ability to adapt to changing situations The ability to come up with creative solutions to aid teaching role Possess a high level of organisational skills

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Positive and outgoing personality • Flexibility to meet deadlines • Self-motivated • Can work well within a team • Calm and mature approach • Confidentiality adherence 	
<p>Other</p>	<ul style="list-style-type: none"> • Be willing to work flexible hours when necessary to meet requirements of the post • Be willing to regularly travel on College business, between UHI centres, as required • Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives 	<ul style="list-style-type: none"> • Clean driving licence

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	Bank staff, when called upon, will be employed for a given set of hours per week depending on the SCQF level and/or class size. Contracts will normally be for a period of 6-, 8- or 12-weeks. In addition, instructors may be required to work additional hours to meet specific service requirements. The normal full-time working week is one of 35 hours.
Duration	These instructor contracts are likely to be of flexible part-time duration, based on class size and SCQF level of teaching. They are non-permanent positions.
Salary	The salary for this post is on Scale Point WINS01 (£38,540 per annum) pro-rata
Holidays	Included in salary
Location	These contract positions will be based primarily at our Campuses in the Outer Hebrides, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

