

**GUIDELINES – DEFINITION OF LANGUAGE SKILLS WHEN WELSH IS ESSENTIAL/DESIRABLE FOR
A POST**

Teaching and Learning posts

The status of Welsh as an essential or desirable skill and the level of Welsh language skills required will be noted in the **job description/person specification**.

Skill	Fluent	Intermediate	Basic
Under-standing	Able to understand presentations and professional discussions which include some technical terms	Able to understand most everyday conversations in the classroom and among colleagues. Able to keep up with discussions in team meetings.	Able to understand greetings and simple, predictable conversations.
Speaking	Able to present lessons wholly or partly through the medium of Welsh, using technical terms appropriately. Able to contribute in familiar professional situations such as	Able to hold informal conversations with learners about educational matters. Able to hold day-to-day conversations with colleagues	Able to greet learners and staff, and use a limited number of set phrases.

Skill	Fluent	Intermediate	Basic
	team meetings		
Literacy	<p>Able to read standard texts which include technical terms relevant to the practitioner's area of expertise.</p> <p>Able to assess learners' work.</p> <p>Able to correct learner's work as required by Grŵp literacy strategies.</p> <p>Able to use Welsh language software (ie spellchecker etc) to produce a range of texts, eg:</p> <ul style="list-style-type: none"> • Personal teaching and learning resources • Written feedback for learners on work and in reports • Emails • Standard letters <p>Able to adapt</p>	<p>Able to read simple texts, including emails</p> <p>Able to produce simple texts, eg:</p> <ul style="list-style-type: none"> • A range of standard comments on learners' work • Informal emails • Standard forms 	<p>Able to read common institutional signage.</p> <p>Able to provide supportive comments on learners' work.</p>

Skill	Fluent	Intermediate	Basic
	translations as necessary.		