

Candidate pack



**MENTAL
HEALTH
AT WORK
COMMITMENT**

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The work we do



Education professionals working in schools, further education, youth work, and adult or work-based learning are legally required to register with the Education Workforce Council (EWC). The Register of Education Practitioners (the Register) is the largest public register of any profession in Wales and the most wide-ranging of its kind globally, with more than 91,000 practitioners across 13 education groups.

The EWC is governed by a Council of 14 members who provide strategic leadership, ensure effective governance, and oversee the organisation's work.

Established in legislation, the EWC plays a vital role in upholding standards of professional conduct and practice, while safeguarding the interests of learners and young people, parents/guardians, and the wider public.

Our employees are central to maintaining the trust, professionalism, and respect that underpin this work. Through their expertise and integrity, they fulfil our statutory responsibilities, working closely with government and key stakeholders to deliver robust, evidence-based advice on workforce matters and wider education policy.

By joining us, you will become part of a dynamic, inclusive, and highly regarded organisation, committed to safeguarding learners and young people, through strengthening professionalism and standards across the education workforce in Wales.

Lisa Winstone
Chief Executive

Our teams

Our organisation comprises approximately 55 employees working across a diverse range of roles and areas of expertise.

Regulation and registration

Data team

Extracts, analyses, and reports on the unique data we hold on the Register, providing valuable insight into Wales' education workforce and supporting evidence-based decision making.

Fitness to practise team

Ensures that only registrants who meet the standards set out in the Code of Professional Conduct and Practice are able to work in Wales by assessing applications to register and supporting the investigation and hearing of allegations against registrants.

Registration team

Oversees the Register by collecting annual registration fees, processing new applicants, and offering advice and guidance on qualifications and registration queries.

Finance and corporate services

Corporate support team

Provides essential organisational support across HR, governance, administration, and facilities, helping ensure the EWC operates smoothly, lawfully, and in line with internal policies and procedures.

Finance

Oversees financial planning, budgeting, and reporting, ensuring public funds are managed appropriately and that the organisation meets its statutory and governance requirements.

IT

Maintains and develops the organisation's digital systems and infrastructure, supporting secure, reliable technology and digital services for staff, registrants, and stakeholders.

Our teams

Professional Development, Accreditation and Policy

Accreditation and quality team

Leads the EWC's regulatory role in accrediting and monitoring (with the potential to withdraw) programmes of Initial Teacher Education (ITE) in Wales.

Communications team

Manages the EWC's reputation, raises awareness of its statutory responsibilities, and promotes the services it offers.

Policy and planning team

Leads the organisation's strategic planning process, oversees education policy work, and ensures compliance with statutory requirements relating to the Welsh language and equality.

Professional development and funding team

Administers the statutory induction programme in Wales. Also develops and maintains the Professional Learning Passport, providing all our registrants with a space to capture, reflect upon, and share their professional learning.

Promotion of careers team

Delivers the promotion of careers in the education professions in Wales, including the development and delivery of the Educators Wales website and advocacy service, on behalf of Welsh Government.

Quality Mark for Youth Work in Wales

Coordinates the delivery of the national award which supports and recognises improving standards in the provision, practice, and performance of youth work organisations.

Senior management team

Responsible for the day-to-day running of the organisation, providing corporate leadership, and working with the Council to develop the EWC's strategy.

Our values

Our EWC employee values, drafted by employees, for employees, underpin our approach to the work that we do.



Fairness and Integrity

We are trustworthy, reliable, transparent, and accountable when we do our work.



Support

We are approachable, receptive and communicative, and we demonstrate empathy and kindness when engaging with others.



Excellence

We are proud of what we do and take personal responsibility in providing a professional service. We always strive to meet or exceed the expectations of registrants and stakeholders.



Equity

We are inclusive and value our colleagues, registrants and stakeholders as individuals, respecting their diverse backgrounds and experiences.



Collaboration

We work co-operatively as a team and in partnership with stakeholders.



Resourcefulness

We draw on our knowledge and expertise, and are flexible and open to new ways of working. We embrace change and innovation and welcome opportunities for personal growth.

Our benefits

Salary and pension

The EWC's pay structure aligns with that of Welsh Government and is underpinned by the principles of affordability, transparency, and equal pay. It includes annual pay awards and an incremental salary structure.

On joining the EWC, you will automatically be enrolled in the Civil Service Pension Scheme, widely recognised as one of the most valuable pension schemes in the UK. We invest in your future through generous employer contributions, helping you build a secure and sustainable pension. The scheme provides a comprehensive range of benefits both before and after retirement.

Annual leave, bank holidays, and privilege days

Our employees benefit from 31 days of annual leave per year, as well as eight bank holidays, and three privilege days.

Flexible working

Flexible working at the EWC is designed to support employees' individual needs and promote a healthy work/life balance. Our centrally located Cardiff office benefits from excellent transport links, and our hybrid working policy gives employees the option to work from home for part of the week.

The EWC operates a flexi time system which enables employees to work more productively around their individual needs with the option to vary their start and finish times, within agreed limits, while still meeting their required hours and responsibilities

Family friendly policies

We aim to support our employees with generous maternity, paternity, shared parental, and adoption leave and pay, as well as options for career breaks, carer's leave, and dependents' leave.



Our benefits

Health and wellbeing

The EWC takes the health and wellbeing of its employees extremely seriously and recognises this as a core responsibility. Creating a healthy, positive, and inclusive working environment is a clear priority, with wellbeing embedded at the centre of how the organisation operates and supports its people. Our pledge to Mind's Mental Health at Work Commitment reflects our ongoing commitment to employee wellbeing. We offer a range of options including:

- an annual wellbeing programme for employees, offering a wide variety of activities to participate in during working hours
- a 24/7 employee assistance programme offering professional confidential support (emotional and practical) for both personal and work-related issues
- mental health first aiders, our network of trained volunteers who provide peer support and guidance
- a dedicated quiet room available for employees to use during working hours
- an on-site fitness centre at Eastgate House (where our office is located)
- access to a Wellness Hub which includes discounted gym memberships, health assessments, online retail discounts, and access to an NHS approved mental wellbeing app
- free annual eye tests
- free annual flu jabs
- access to the Civil Service Sports Club with benefits including free days out and exclusive savings on gyms, sports, leisure, and shopping

Developing Welsh language skills

We provide a wide range of opportunities for employees to develop their Welsh language skills. This includes structured formal training through employer supported courses, as well as informal options such as in house mentoring, volunteering, and getting involved in Welsh language events and cultural celebrations.

Nurturing our employees

Professional development

The EWC is committed to supporting its employees to achieve their full potential. We invest in professional growth through an organisation-wide training programme, a comprehensive performance and development review framework, and a dedicated learning and development policy and resources. Together, these provide opportunities for employees to enhance their performance in their current roles while progressing towards their longer-term career aspirations.

Support

We recognise that everybody's circumstances are different and that we all have occasions where we may need additional support. The EWC has in place a range of mechanisms such as occupational health services (offering independent medical advice where health and work intersect), and the right to request special leave for both professional and personal circumstances to support employees to maintain a healthy work/life balance.

Our policies

Our comprehensive suite of HR policies is designed to support employees by providing clear, fair, and consistent guidance across the organisation. These policies help colleagues navigate a wide range of workplace and personal matters, offering trusted advice and signposting to relevant internal and external support. Together, they foster a safe, inclusive, and supportive working environment where everyone can access the help they need.

Opportunities

We are committed to helping our people grow and explore new opportunities. We encourage employees to try new things by offering paid special leave for volunteering, enabling them to give back to their communities and broaden their experiences. We also provide time off and funding for employees to undertake specialism studies and gain professional qualifications relevant to their roles.



Committed to inclusion

We are committed to creating a workplace where everyone feels valued, supported, and able to thrive. We recognise that an inclusive environment helps attract a broad and diverse range of talent, while ensuring employees feel heard and fairly treated at work. This strengthens an individual sense of belonging and contributes to fresh ideas, richer conversations, and stronger outcomes.

We hold regular employee focussed sessions to actively seek feedback and gain insight, ensuring employee perspectives are listened to and meaningfully incorporated into our working practices.

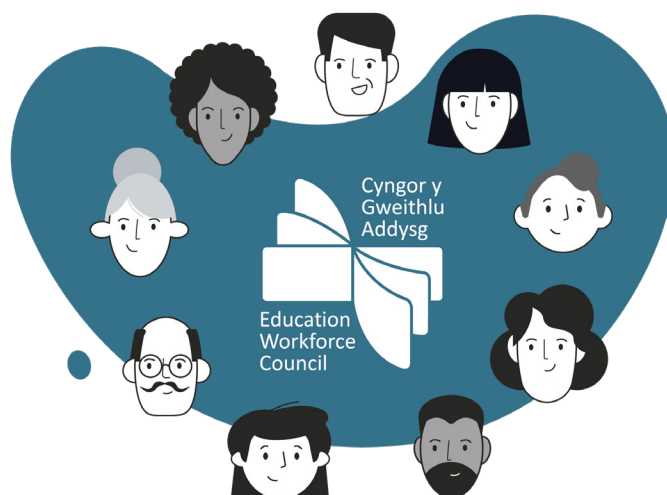
Our official languages (Welsh and English)

We take pride in being a fully bilingual organisation and are committed to continuously enhancing and improving our exemplary bilingual services, with the use of both languages proactively encouraged and facilitated. Though we do not require all our employees to be Welsh speakers, our expectation is that they are all committed to the delivery of services in both our official languages.

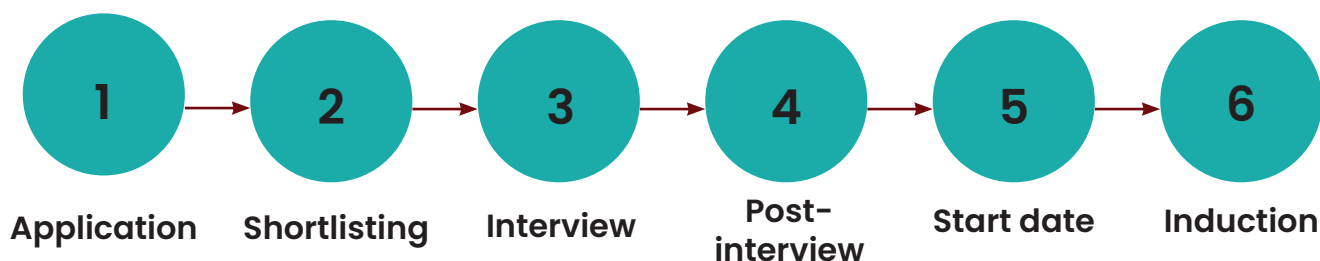
Diversity and inclusion

Our inclusive organisational culture ensures that all our employees can realise their full potential, irrespective of their background. We want our workforce to be more representative of all sections of society, at all levels in the organisation. Our commitment to recruiting and attracting diverse talent extends to actively encouraging applications from underrepresented groups.

We use inclusive recruitment practices and are proud to a Disability Confident Committed employer, offering support and reasonable adjustments throughout the recruitment process to make sure you can perform at your best.



The selection process



1. Application

The job description and person specification detail the responsibilities of the role and the skills/experience you need to apply. Alongside this candidate pack, our website holds a wealth of information about our organisation and the work we do, however, if you would like more information about the role, or the EWC, you can contact our HR team.

We are committed to removing any barriers individuals may face in our recruitment processes. If you need any documentation relating to recruitment in an alternative format, including the application form, please contact our HR team who will be happy to support you.

2. Shortlisting

Once the application window closes, all applications will be reviewed by a selection panel. To ensure fairness, applications will be anonymised, with personal information such as your name, address, gender, and ethnicity removed. Each application will be assessed against the essential criteria in the person specification, so it is important to provide clear examples demonstrating how you meet these requirements.

We know that completing an application takes time so will keep you informed throughout the process. All applicants will be contacted after shortlisting to let them know whether their application has progressed to the next stage. You may wish to note that we do not provide feedback on individual applications at shortlisting stage.

3. Interview

If you are invited to interview, you will be contacted by email and asked to confirm your attendance for the allocated time and date. Depending on the role you have applied for, you may be asked to complete an assessment as part of the interview process. Details of this will be provided in advance.

The selection process

You will be asked whether you would like to use the Welsh language during your interview, and we can arrange a simultaneous translator if required, subject to the Welsh language skills of the panel. The selection panel will be made up of EWC employees, including a representative from the HR team.

Additionally, we will check whether you need any reasonable adjustments to ensure you can participate comfortably and perform at your best. We are proud to be a Disability Confident Committed employer and guarantee an interview for disabled applicants who meet the essential criteria for a job.

4. Post interview

If successful at interview, a member of the HR team will contact you to discuss the offer details.

If you are unsuccessful at interview, you will be contacted via email and have the opportunity to ask for feedback.

5. Agreeing your start date

Our HR team will guide you through the offer documentation and the pre-employment checks that we will undertake. Once we have completed this process, we will agree a start date with you.

6. Induction

Our comprehensive induction programme ensures that every new employee gains a clear understanding of their own role and responsibilities, as well as the roles of others across the organisation. During induction, we will also explain our probation policy and outline the support available throughout your probationary period.

Artificial intelligence (AI)

At the EWC, we may use AI to generate ideas for job adverts, job descriptions, practical assessments and interview questions, but we will never use AI tools to make selection or hiring decisions.