

Swydd Ddisgrifiad: Gweinyddwr Anghenion Dysgu Ychwanegol			
Maes Rhaglen / Adran	Anghenion Dysgu Ychwanegol y Grŵp		
Prif Safle	Bangor		
Cyflog	£16,468.77 - £16,829.91 per annum Cefnogi Busnes Graddfa 3 Pwyntiau 17 – 20		
Y Math o Gontract	Parhaol		
Telerau'r Contract	Rhan Amser, Tymor yn Unig – 30 awr yr wythnos x 38 wythnos y flwyddyn		
Yn atebol i	Pennaeth ADY		
Pwrpas y Swydd			
Darparu cymorth gweinyddol o ansawdd uchel yn ymwneud ag Anghenion Dysgu Ychwanegol (ADY)			
Prif Ddyletswyddau a Chyfrifoldebau			
<ol style="list-style-type: none"> 1. Ymgymryd â'r prosesau a'r gweithdrefnau gweinyddol sy'n ymwneud ag ADY. 2. Gweinyddu'r broses o weithredu a chymeradwyo trefniadau mynediad arholiadau (EAA) ar gyfer dysgwyr ar gampysau Grŵp Llandrillo Menai 3. Cysylltu â thiwtoriadaid, dysgwyr, yr asesydd trefniadau mynediad i arholiadau, y tîm arholiadau a'r rhieni (pan fo angen) er mwyn gwneud cais amserol ac ymatebol am Drefniadau Mynediad i Arholiadau. 4. Cynorthwyo gydag amserlennu asesiadau ADY. 5. Cadw cofnodion cyfredol ar gyfer ADY; cymorth statudol ac anstatudol. 6. Cyfrannu at gynnal yr holl gofrestrau offer arbenigol. 7. Cyfathrebu ag ysgolion i gefnogi trefniadau trosglwyddo effeithiol ar gyfer dysgwyr newydd. 8. Darparu cefnogaeth weinyddol i'r Pennaeth ADY, y Dirprwy Reolwr a'r Cydlynwyr Cymorth Dysgu wrth gymryd nodiadau mewn cyfarfodydd. 9. Darparu cefnogaeth weinyddol i Benaethiaid ADY a'r Dirprwy Reolwr ADY i gynorthwyo eu cyfrifoldebau rheoli llinell i staff ADY, mewn perthynas â hawliadau tâl a monitro salwch. 10. Cyfrannu a chymryd rhan mewn digwyddiadau ar y campws megis cofrestru, diwrnodau agored a chyfweliadau ADY. 11. Sicrhau bod gwasanaeth i gwsmeriaid rhagorol yn cael ei ddarparu ym mhob ymwneud â rhanddeiliaid allanol a mewnol. 12. Cyfrannu at ddyletswyddau cadw cofnodion ac archwilio cyffredinol y campysau yn ôl y gofyn. 13. Bod yn ymwybodol o newidiadau i bolisiau a gweithdrefnau a gwneud y newidiadau angenrheidiol i systemau gweinyddol. 14. Sicrhau cydymffurfiaeth â'r holl bolisiau a gweithdrefnau gan gynnwys yr Iaith Gymraeg, Llywodraethu Gwybodaeth/GDPR, lechyd a Diogelwch a Diogelu. 15. Gall y rôl gynnwys teithio i gampysau eraill. 16. Ar adegau bydd y swydd yn golygu gweithio gyda'r nos ac ar benwythnosau, e.e. digwyddiadau pontio a digwyddiadau agored. 17. Yn unol â'r raddfa gyflog, ymgymryd ag unrhyw waith arall i gefnogi'r tîm ADY a all fod ei angen i ymdrin â newidiadau yn y galw. 			
Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Isafswm o gymwysterau L2 gan gynnwys TGAU Gradd C neu uwch mewn Cymraeg / Saesneg neu	X		Ffurflen Gais / Cyfweliad

gyfwerth e.e. Sgiliau Hanfodol Cymru			
Cymhwyster Gweinyddu		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o weithio gyda phobl ifanc / oedolion mewn amgylchedd addysg/hyfforddiant.		X	Ffurflen Gais / Cyfweliad
Sgiliau cyfathrebu a sgiliau personol ardderchog er mwyn gweithio'n effeithiol gyda myfyrwyr, staff a rhanddeiliaid allanol drwy gyfrwng y Gymraeg a'r Saesneg.	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn tîm Anghenion Dysgu Ychwanegol		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a dealltwriaeth o ddeddfwriaeth ADY.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Profiad gweinyddol a threfniadol a enillwyd drwy brofiad o weithio mewn swydd weinyddol, yn cynnwys profiad o ymdrin â gwybodaeth gyfrinachol.		X	Ffurflen Gais / Cyfweliad
Yn meddu ar amrediad llawn o sgiliau TG ardderchog, yn cynnwys prosesu geiriau, taenlenni, cronfeydd data a systemau gwybodaeth reoli.	X		Ffurflen Gais / Cyfweliad
Yn gallu gweithio fel aelod o dîm a bod yn hyblyg, yn barod i addasu ac yn hawdd siarad â chi.	X		Ffurflen Gais / Cyfweliad
Yn gallu cwblhau tasgau'n gywir ac yn brydlon wrth weithio o dan bwysau.	X		Ffurflen Gais / Cyfweliad
Y gallu i ymdopi ag ystod o dasgau ar yr un pryd a blaenoriaethu gwaith fel y bo'n briodol.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i Gyfleoedd Cyfartal a sensitifrwydd i unrhyw faterion sy'n ymwneud â gwahaniaethu. Parodrwydd i weithredu'n gadarnhaol i sicrhau bod cyfle cyfartal ar gael i bawb.	X		Ffurflen Gais / Cyfweliad

Gallu i gadw cyfrinachedd a ffiniau proffesiynol.	X	Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol		
Y gallu i deithio'n unol â gofynion y swydd	X	Ffurflen Gais / Cyfweliad
Sgiliau Cymraeg		
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs		
Dealltwriaeth o'r Gymraeg	Uwch	Asesiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Uwch	Asesiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Uwch	Asesiadau ar-lein / Cyfweliad
<p>Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.</p>		
Gofynion Gorfodol		
<p>Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp.</p> <p>Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service.</p> <p>O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.</p>		
Crynodeb o'r Telerau a'r Amodau		
Oriau Gwaith	30 awr yr wythnos	
Wythnos Waith	38 o wythnosau'r flwyddyn	
Gwyliau Blynyddol	<ul style="list-style-type: none"> • 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol. 	
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)	
Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliath ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n</p>	

	hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Additional Learning Needs (ALN) Administrator			
Programme area / Department	Grŵp Additional Learning Needs		
Main site	Bangor		
Salary	£16,468.77 - £16,829.91 per annum Business Support Scale 3 Points 17 – 20		
Contract type	Permanent		
Contract terms	Part Time, Term Time – 30 hours per week x 38 weeks per year		
Reporting to	Head of ALN		
Job purpose			
To provide high quality administrative support relating to Additional Learning Needs (ALN)			
Main duties and responsibilities			
<ol style="list-style-type: none"> 1. To undertake the administrative processes and procedures relating to ALN. 2. To administer the application and approval of exam access arrangements (EAA) for learners across Grŵp Llandrillo Menai campuses 3. To liaise with tutors, learners, exam access arrangements assessor, exams team and parents (where necessary) to ensure timetable and responsive application for EAA. 4. Assist with ALN assessment scheduling. 5. To maintain up-to-date records for ALN; statutory and non statutory support. 6. Contribute to maintaining all specialist equipment registers. 7. To communicate with schools to support effective transition arrangements for new learners. 8. To provide administration support to the Head of ALN, Deputy Manager and Learning Support Co-ordinators in taking notes in meetings. 9. To provide administration support to Heads of ALN and Deputy ALN Manager to aid their line-management responsibilities to ALN staff, in relation to pay claims and sickness monitoring. 10. To contribute to and take part in campus based events such as enrolment, open days and ALN interviews. 11. To ensure that excellent customer service is provided in all dealings with external and internal stakeholders. 12. To contribute to the campuses' general record keeping and audit duties as required. 13. To keep abreast of changes to policies and procedures and to make the necessary changes to administrative systems. 14. Ensure compliance with all policies and procedures including Welsh Language, Information Governance/GDPR, Health and Safety and Safeguarding. 15. The role may include travel to other campuses. 16. The role may require occasional evening and weekend work as agreed e.g., transition and open events. 17. Other reasonable duties commensurate with the grade to support the Grŵp ALN team to meet changes in demand. 			
Person specification	Essential	Desirable	Assessment method
Qualifications			
Mininum L2 qualifications including GCSE at Grade C or above in English / Welsh or equivalent e.g., Essential Skills Wales	X		Application form / Interview

Administration qualification		X	Application form / Interview
Knowledge and experience			
Experience of working with young people / adults within and education / training environment.		X	Application form / Interview
Excellent communication and personal skills to work effectively with students, staff and external stakeholders through the medium of English and Welsh.	X		Application form / Interview
Experience of working within an Additional Learning Needs team		X	
Knowledge and understanding of ALN legislation.		X	
Skills and attributes			
Proven administrative and organisational skills gained through experience of working in administrative role including experience of handling confidential information.		X	Application form / Interview
Possess and demonstrate a full range of excellent IT skills to include word processing, spread sheets, databases and management information systems.	X		Application form / Interview
Ability to work as a team member and be flexible, adaptable and approachable.	X		Application form / Interview
Ability to complete tasks in an accurate and timely manner when working under pressure.	X		Application form / Interview
Ability to cope with a range of tasks at any one time and prioritise workload accordingly.	X		Application form / Interview
Be committed to Equal Opportunities and to be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	X		Application form / Interview
Ability to maintain confidentiality and professional boundaries.	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview

Welsh language skills		
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs		
Welsh Understanding	Advanced	On-line assessment / Interview
Welsh Speaking	Advanced	On-line assessment / Interview
Welsh Literacy	Advanced	On-line assessment / Interview
<p>Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.</p>		
Mandatory requirements		
<p>In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.</p> <p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>		
Summary of the terms and conditions		
Working hours	30 hours per week	
Working weeks	38 weeks per year	
Annual leave	<ul style="list-style-type: none"> • 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above. • Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary. 	
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)	
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>	
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.	