

<b>Swydd Ddisgrifiad: Darlithydd Busnes a Bagloriaeth Cymru (Lefel A)</b>	
<b>Maes Rhaglen / Adran</b>	Addysg Gyffredinol
<b>Prif Safle</b>	Llangefni
<b>Cyflog</b>	£30,619.64 - £47,330.98 y flwyddyn Pwynt MG1 – UG3
<b>Y Math o Contract</b>	Cyfnod Mamolaeth Dros dro
<b>Telerau'r Contract</b>	Llawn Amser
<b>Yn atebol i</b>	Rheolwr Maes Rhaglen Adran Addysg Gyffredinol
<b>Pwrpas y Swydd</b>	
<p>Addysgu i safon uchel, creu cyfleoedd dysgu effeithiol a galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.</p> <p>Mae ein canolfannau Chweched Dosbarth yn cynnig addysg o'r safon uchaf. Mae ein colegau'n rhan o gynllun Rhwydwaith Seren Llywodraeth Cymru a gynlluniwyd i gefnogi'r rhai mwyaf galluog i wireddu eu potensial academaidd yn llawn ac i gael lle yn y prifysgolion gorau.</p> <p>Bydd yr ymgeisydd llwyddianus yn addysgu Busnes Safon Uwch a UG yn ogystal ag addysgu elfennau o'r cymhwyster Bagloriaeth.</p>	
<b>Prif Ddyletswyddau a Chyfrifoldebau</b>	
<p><b>A: Asesu Anghenion Y Dysgwyr</b></p> <ol style="list-style-type: none"> <li>A1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr</li> <li>A2. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig</li> <li>A3. Cynnal cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen</li> <li>A4. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig.</li> <li>A5. Sicrhau bod dysgwyr yn cofrestru gyda'r coleg a chyrrff dyfarnu</li> </ol> <p><b>B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu</b></p> <ol style="list-style-type: none"> <li>B1. Nodi canlyniadau dysgu a pharatoi Cynlluniau Gwaith a Chynlluniau Gwersi ar gyfer rhaglenni perthnasol yn unol â gofynion cyrrff dyfarnu a chanllawiau'r Grŵp.</li> <li>B2. Sicrhau bod sgiliau sylfaenol (hanfodol) yn cael eu hintegreiddio i'r rhaglen ddysgu fel y bo'r angen</li> <li>B3. Cynllunio ar gyfer anghenion ieithyddol y grŵp myfyrwyr er mwyn caniatáu i fyfyrwyr ddefnyddio'r iaith a ddewisant (Cymraeg neu Saesneg) lle bynnag y bo modd</li> <li>B4. Dethol amrywiaeth o ddulliau dysgu i ddiwallu anghenion myfyrwyr</li> </ol> <p><b>C: Rheoli'r Broses Ddysgu</b></p> <ol style="list-style-type: none"> <li>C1. Sefydlu a chynnal amgylchedd dysgu ddiogel ac effeithiol</li> <li>C2. Datblygu a defnyddio amrywiaeth o dechnegau dysgu ac addysgu er mwyn annog dysgu annibynnol a hwyluso dysgu trwy brofiadau</li> </ol>	

- C3. Cynhyrchu a defnyddio deunyddiau dysgu priodol gan ddefnyddio technoleg gwybodaeth dysgu lle y bo modd
- C4. Nodi a mynd i'r afael â diffyg cymhelliant a herio ymddygiad amhriodol
- C5. Gosod tasgau heriol a chytuno ar dargedau a nodau unigol gyda dysgwyr lle bo hynny'n briodol
- C6. Strwythuro sesiynau'n briodol i gadw at yr amserlen a chynnal diddordeb
- C7. Cynnal a hybu cyfathrebu effeithiol gyda, a rhwng, yr holl ddysgwyr, gan ddefnyddio technoleg briodol lle bo hynny'n berthnasol
- C8. Cynnal perthynas waith effeithiol o fewn timau'r rhaglen
- C9. Sefydlu cysylltiadau priodol a chysylltu â chyrff allanol yn ôl y galw
- C10. Trefnu ac arsylwi lleoliadau profiad gwaith i ddysgwyr gan ddilyn y trefniadau a gytunwyd arnynt, yn cynnwys ymweliadau a gweithgareddau preswyl lle bo hynny'n briodol
- C11. Cydymffurfio â systemau gwybodaeth coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser cywir ac ar y ffurf sefydliadol y cytunwyd arno
- C12. Cyfrannu at holl systemau sicrhau ansawdd perthnasol y coleg; gweithdrefnau rheoli mewnol ac allanol
- C13. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chyrsgiau

#### **D: Darparu cefnogaeth i ddysgwyr**

- D1. Cyfrannu at lunio gweithdrefnau cynefino a chyflwyno dysgwyr yn effeithiol i'r sefydliad
- D2. Sicrhau bod dysgwyr yn ymwybodol o wasanaethau cefnogi a chynghori priodol ac yn gwybod sut i'w defnyddio
- D3. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg
- D4. Darparu cyngor, arweiniad, trefniadau cynefino a chefnogaeth academaidd

#### **E: Aseu'r deilliannau dysgu a chyflawniadau'r dysgwyr**

- E1. Cynllunio strategaethau asesu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
- E2. Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy
- E3. Sicrhau bod dysgwyr yn cael adborth ysgrifenedig a llafar, sy'n glir ac yn adeiladol, o fewn cyfnod priodol
- E4. Cadw cofnodion asesu a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, rhieni, cyflogwyr, cyrff dyfarnu

#### **F: Ystyried a chloriannu eich perfformiad eich hun a chynllunio at y dyfodol**

- F1. Cloriannu eich ymarfer eich hun mewn perthynas ag anghenion y dysgwyr a'r rhaglen
- F2. Defnyddio adborth o systemau sicrhau ansawdd i wella eich ymarfer eich hun
- F3. Sicrhau eich bod yn ymwybodol o ddatblygiadau cyfredol yn eich maes arbenigol
- F4. Cymryd rhan yn system Adolygu Perfformiad y coleg er mwyn cloriannu eich perfformiad ac adnabod anghenion datblygu
- F5. Cymryd rhan mewn datblygiad proffesiynol parhaus perthnasol

#### **G: Dyletswyddau Penodol:**

- G1. Ymgymryd â rôl Tiwtor Personol, Rheolwr Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd a Chydlynedd Cwricwlwm.
- G2. Goruchwylio arholiadau ac asesiadau fel bo'r angen

**H: Cyfrifoldebau Cyffredinol**

H1. Cydymffurfio â pholisi Diogelwch, Iechyd a'r Amgylchedd Diwygiedig y Grŵp er mwyn cynnal amgylchedd gwaith ac amgylchedd addysgu diogel

H2. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais eich rheolwr atebol, Uwch Gyfarwyddwr neu'r Prif Weithredwr

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
<b>Cymwysterau</b>			
Gradd neu gymhwyster cyfatebol mewn maes perthnasol.	X		Ffurflen Gais
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn dwy flynedd i'r penodiad.	X		Ffurflen Gais / Cyfweliad
Gradd uwch mewn maes perthnasol.		X	Ffurflen Gais
Bod yn berchen ar Gymhwyster Cefnogi Sgiliau Hanfodol Lefel 3 /bod yn barod i'w ennill.		X	Ffurflen Gais / Cyfweliad
<b>Gwybodaeth a Phrofiad</b>			
Y gallu i uniaethu â gwahanol ddysgwyr, ac ymrwymiad i gyfle cyfartal	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd Addysg Bellach/Uwch.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu.		X	Ffurflen Gais / Cyfweliad
<b>Sgiliau a Phriodweddau</b>			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu da.	X		Ffurflen Gais / Cyfweliad
Hyblygrwydd a sgiliau gweithio mewn tîm.	X		Ffurflen Gais / Cyfweliad
Y gallu i addysgu drwy gyfrwng y Gymraeg a'r Saesneg	X		Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			
Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i werthoedd y Grŵp.	X		Ffurflen Gais / Cyfweliad
<b>Sgiliau Cymraeg</b>			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <a href="https://www.gllm.ac.uk/cy/jobs">https://www.gllm.ac.uk/cy/jobs</a>			
<b>Dealltwriaeth o'r Gymraeg</b>	Uwch		Asesiadau ar-lein / Cyfweliad

<b>Yn siarad Cymraeg</b>	Uwch	Asesiadau ar-lein / Cyfweliad
<b>Llythrennedd Cymraeg</b>	Uwch	Asesiadau ar-lein / Cyfweliad
<p><b>Noder os gwelwch yn dda</b> - 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 gynnyg o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.</p>		
<p><b>Gofynion Gorfodol</b></p>		
<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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</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>		
<p><b>Crynodeb o'r Telerau a'r Amodau</b></p>		
<b>Oriau gwaith</b>	<p>37 awr yr wythnos 835 awr o amser addysgu blynyddol – 24 i 26 awr yr wythnos. Hyd at 5 awr yr wythnos o weithio'r safle gyda chytundeb y rheolwr.</p>	
<b>Wythnosau Gweithio</b>	<p>52 wythnos y flwyddyn</p>	
<b>Gwyliau Blynyddol</b>	<ul style="list-style-type: none"> <li>● 46 diwrnod o wyliau yn flynyddol</li> <li>● Pob gwyliau cyhoeddus a arsylwir fel arfer, yn cael eu pennu'n flynyddol.</li> <li>● Hyd at 5 diwrnod o ddiwrnodau cau effeithlonrwydd y flwyddyn, a bennir yn flynyddol.</li> <li>● Bydd contractau rhan amser yn derbyn hawl pro rata i'r uchod.</li> <li>● Bydd contractau Amser Tymor yn derbyn hawl pro rata i'r uchod a delir fel rhan o'r cyflog blynyddol.</li> </ul>	
<b>Pensiwn</b>	<p>Cynllun Pensiwn Athrawon (<a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a>)</p>	
<b>Teithio</b>	<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 hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>	
<b>Sgrinio Iechyd</b>	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p>	

<b>Job description: Lecturer in Business and the Welsh Baccaulaureate (A Level)</b>	
<b>Programme area / Department</b>	General Education
<b>Main site</b>	Llangefni
<b>Salary</b>	£30,619.64 - £47,330.98 per annum Point MG1 – UG3
<b>Contract type</b>	Temporary Maternity Cover
<b>Contract terms</b>	Full time
<b>Reporting to</b>	General Education Programme Area Manager
<b>Job purpose</b>	
<p>To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.</p> <p>Our Sixth Form centres offer the highest quality education. Our colleges are part of the Welsh Government's Seren Network scheme designed to support the most able to realise their full academic potential and to get a place at the best universities.</p> <p>The successful candidate will teach Business (AS / A Level), as well as teach units of the Welsh Baccaulaureate.</p>	
<b>Main duties and responsibilities</b>	
<p><b>A: Assessing Learners' Needs</b></p> <ul style="list-style-type: none"> <li>A1. Provide prospective students with appropriate advice and guidance</li> <li>A2. Assess learners' previous learning experiences and achievements in relation to the identified learning programme</li> <li>A3. Conduct interviews with prospective students and administer any necessary selection tests</li> <li>A4. Undertake initial assessments and identify any special learning or support Needs</li> <li>A5. Ensure learners are registered with the college and with awarding bodies</li> </ul> <p><b>B: Planning and Preparing Teaching and Learning Programmes</b></p> <ul style="list-style-type: none"> <li>B1. Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements and Grŵp guidelines</li> <li>B2. Ensure that literacy and numeracy / essential skills are integrated into the learning programme as required</li> <li>B3. Plan for the linguistic needs of the student group in order to allow students to use their language of choice (Welsh or English) wherever possible</li> <li>B4. Select a range of learning methods to meet student needs</li> </ul> <p><b>C: Managing the Learning Process</b></p> <ul style="list-style-type: none"> <li>C1. Establish and maintain a safe and effective learning environment</li> <li>C2. Develop and use a range of teaching and learning techniques to encourage individual learning and facilitate learning through experience</li> <li>C3. Produce and use appropriate learning materials using information learning technology where possible</li> <li>C4. Identify and address poor motivation and challenge inappropriate behaviour</li> <li>C5. Set challenging tasks and agree individual goals and targets with learners as appropriate</li> </ul>	

- C6. Structure sessions appropriately to provide pace and maintain interest
- C7. Maintain and encourage effective communication with and between all learners, using appropriate technology where relevant
- C8. Maintain effective working relationships within programme teams
- C9. Establish appropriate links and liaise with external bodies as required
- C10. Arrange and supervise work experience placements for learners following agreed procedures including visits and residential activity where appropriate
- C11. Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format
- C12. Contribute to all relevant college quality assurance systems; internal and external control procedures;
- C13. Participate in self-assessment processes including the evaluation of modules and courses

#### **D: Providing learners with support**

- D1. Contribute to the design of induction procedures and induct learners effectively into the organisation
- D2. Ensure that learners are aware of and have access to appropriate support and guidance services
- D3. Maintain tutorial systems in line with college guidelines
- D4. Provide advice, guidance, induction, pastoral and academic support and signpost to other suitable support avenues where appropriate

#### **E: Assessing the outcomes of learning and learners' achievements**

- E1. Plan appropriate assessment strategies for learning programmes in line with awarding body requirements and communicate these to students
- E2. Use a range of appropriate assessment methods to conduct fair and reliable assessments
- E3. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale
- E4. Maintain assessment records and provide information to relevant stakeholders e.g. colleagues, parents, employers, awarding bodies

#### **F: Reflecting upon and evaluating one's own performance and planning future practice**

- F1. Evaluate your own practice in relation to learners' and programme needs
- F2. Use feedback from quality assurance systems to improve your own practice
- F3. Keep up to date with current development within your own specialist field
- F4. Participate in the college Performance Review system in order to evaluate own performance and identify development needs
- F5. Engage in relevant continuous professional development

#### **G: Other Specific duties**

- G1. Undertake the role of Personal Tutor, Programme Leader, Internal Verifier and, if agreed with the programme manager, Lead Verifier or Curriculum Co-ordinator
- G2. Invigilate examinations or assessments as appropriate

#### **H: General Responsibilities**

- H1. Comply with the Grŵp's Safety, Health & Environment Policy in order to maintain a safe working and learning environment
- H2. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Executive Director or the Chief Executive.

Person specification	Essential	Desirable	Assessment method
<b>Qualifications</b>			
Degree or equivalent qualification in a related area.	X		Application form
Teaching qualification or willingness to gain within two years of appointment.	X		Application form / Interview
A higher degree in a relevant area.		X	Application form
In possession of or willingness to obtain the Level 3 Supporting Essential Skills Qualification.		X	Application form / Interview
<b>Knowledge and experience</b>			
Empathy with diverse learners and commitment to equal opportunities.	X		Application form / Interview
Experience of working within an FE/HE environment.		X	Application form / Interview
Knowledge and experience of the use of learning technology.		X	Application form / Interview
<b>Skills and attributes</b>			
Ability to use IT systems and applications.	X		Application form / Interview
Good organisation, interpersonal and communication skills.	X		Application form / Interview
Flexibility and team working skills.	X		Application form / Interview
Ability to deliver bilingually (Welsh / English)	X		Application form / Interview
<b>Additional requirements</b>			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Commitments to the Grŵp values.	X		Application form / Interview
<b>Welsh language skills</b>			
Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>			
<b>Welsh Understanding</b>	Advanced		On-line assessment / Interview
<b>Welsh Speaking</b>	Advanced		On-line assessment / Interview
<b>Welsh Literacy</b>	Advanced		On-line assessment / Interview



**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.

### **Mandatory requirements**

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.

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>.

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.

### **Summary of the terms and conditions**

<b>Working hours</b>	37 hours per week. 835 hours annual teaching time – 24 to 26 hours teaching per week. Up to 5 hours per week working off site in agreement with manager.
<b>Working weeks</b>	52 weeks per year
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>● 46 days leave per annum.</li> <li>● All normally observed public holidays, determined annually.</li> <li>● Up to 5 days efficiency closure days per annum, determined annually.</li> <li>● Part Time contracts will receive a pro rata entitlement to the above.</li> <li>● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul>
<b>Pension</b>	Teachers Pensions Agency ( <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a> )
<b>Travel</b>	<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>
<b>Health screening</b>	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.