

Swydd Ddisgrifiad: Swyddog Trosglwyddo Iechyd Meddwl a Lles	
Maes Rhaglen / Adran	Lles y Grŵp
Prif Safle	Rhos / Bangor – Ystyrir Secondiad
Cyflog	£32,192.24 - £34,347.66 y flwyddyn Cymorth Busnes Graddfa 6 Pwynt 29 - 31
Y Math o Gontract	Dros Dro hyd at 30/06/2026
Telerau'r Contract	Llawn Amser
Yn atebol i	Rheolwr Prosiect Lles
Pwrpas y Swydd	
Swydd weinyddol newydd a chyffrous am gyfnod penodol yw hon yng Ngrŵp Llandrillo Menai. Bydd deiliad y swydd yn gweithio'n agos gyda'r Tîm Lles Gwasanaethau i Ddysgwyr (diogelu), Cydlynnydd Anghenion Dysgu Ychwanegol, y Cydlynwyr Cymorth Dysgu, Lles Ysgolion, Cynhwysiant Staff a Dysgu Seiliedig ar Waith, yn ogystal â Meddygon Teulu, y Gwasanaethau Iechyd Meddwl i Blant a Phobl Ifanc (CAMHS) a'r Gwasanaethau Iechyd Meddwl i Oedolion, i sicrhau bod dysgwyr ag anghenion iechyd meddwl ac/neu anghenion diogelu'n trosglwyddo'n ddidrafferth i'r coleg o ysgolion a lleoliadau eraill a'u bod yn cael y cymorth sydd ei angen arnynt.	
Prif Ddyletswyddau a Chyfrifoldebau	
1. Cyfrifol am drosglwyddo myfyrwyr ag anghenion iechyd meddwl ac/neu sydd angen cefnogaeth lles dwys i'r coleg o ysgolion a lleoliadau eraill ac ymlaen i addysg bellach. 2. Gweithio gyda swyddogion yn y coleg, yr ysgolion, prifysgolion, rhieni/gwarcheidwaid, awdurdodau lleol, a phartneriaid iechyd a phartneriaid eraill i ddatblygu, cytuno a gweithredu system ar gyfer adnabod dysgwyr agored i niwed sydd angen cymorth iechyd meddwl a fydd yn trosglwyddo i'r coleg, dysgu seiliedig ar waith neu ymlaen i addysg uwch. 3. Sicrhau bod gwybodaeth feddygol, gwybodaeth ddiogelu a gwybodaeth bersonol yn cael ei chofnodi, ei chadw a'i hadolygu'n rheolaidd ar systemau'r coleg yn unol â'r ddeddfwriaeth Diogelu Data. 4. Gweithio gyda'r Tîm Iechyd Meddwl a Lles, Cydlynnydd ADY, a thimau'r coleg i sicrhau bod staff wedi rhoi cynlluniau trosglwyddo priodol sy'n canolbwyntio ar y dysgwr ar waith ar gyfer y dysgwyr a nodwyd fel rhai sydd angen cymorth i drosglwyddo'n llwyddiannus. 5. Yn unol â'r rheoliadau diogelu data, cysylltu â'r Tîm Iechyd Meddwl a Lles, Y Cydlynnydd ADY, hyfforddwyr cynnydd a thiwtoriaid er mwyn sicrhau bod rhanddeiliaid allweddol yn ymwybodol o anghenion y dysgwyr a'r strategaethau cefnogi. 6. Monitro ac adolygu cynlluniau iechyd meddwl personol 7. Darparu diweddariadau ystadegol misol ar y cynlluniau a'r ddarpariaeth drosglwyddo a chynnal adolygiad blynyddol a pharatoi adroddiad ysgrifenedig ar effaith y cynlluniau hyn. 8. Cysylltu â rhanddeiliaid mewnol ac allanol allweddol i sicrhau cyfathrebu effeithiol ac amserol a rhannu gwybodaeth (fel y bo'n briodol). 9. Hyrwyddo cyfleoedd i gryfhau profiadau'r dysgwyr a chyflawni dyletswyddau sy'n gysylltiedig â hynny yn unol â chyfarwyddyd y rheolwr, e.e. gweithgareddau recriwtio, digwyddiadau pontio, nosweithiau agored, dyddiau cynefino, ffeiriau'r glas ac ati.	

10. Bydd y swydd yn cynnwys teithio a gweithio ledled y gwahanol gampysau.
11. Ar adegau bydd y swydd yn golygu gweithio gyda'r nos ac ar benwythnosau, e.e. digwyddiadau pontio a digwyddiadau agored.
12. Yn unol â'r raddfa gyflog, ymgymryd ag unrhyw waith arall a all fod yn angenrheidiol i ymdrin â newidiadau yn y galw.
13. Ymgymryd â hyfforddiant a gweithgareddau datblygu staff priodol i'ch cynorthwyo i gyflawni eich dyletswyddau a darparu gwasanaethau'n effeithiol.
14. Adlewyrchu gweledigaeth, cenhadaeth, nodau a gwerthoedd y coleg.
15. Bydd y swydd yn cynnwys teithio a gweithio ledled y gwahanol gampysau.
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 a all fod yn angenrheidiol i ymdrin â newidiadau yn y galw.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymhwyster Lefel 3 neu uwch mewn iechyd meddwl neu gymhwyster lles perthnasol	X		Ffurflen Gais / Cyfweliad
Addysgu hyd at Lefel cymhwyster TGAU mewn Saesneg a Mathemateg (Gradd C neu uwch)	X		Ffurflen Gais / Cyfweliad
Cymhwyster neu barodrwydd i weithio tuag at L2 mewn Gwybodaeth, Cyngor ac Arweiniad	X		Ffurflen Gais / Cyfweliad
Cymorth Cyntaf Iechyd Meddwl (neu gymhwyster iechyd meddwl tebyg)		X	Ffurflen Gais / Cyfweliad
GWYBODAETH A PHROFIAD			
Profiad o weithio gyda phobl ifanc ag anghenion iechyd meddwl.	X		Ffurflen Gais / Cyfweliad
Tystiolaeth o brofiad gweinyddol a threfniadol a enillwyd drwy brofiad o weithio mewn swydd weinyddol, gan gynnwys profiad o ymdrin â gwybodaeth gyfrinachol a chadw cofnodion cywir.	X		Ffurflen Gais / Cyfweliad
Gallu dangos ymroddiad i ac ymwybyddiaeth o bwysigrwydd Diogelu a dealltwriaeth gadarn o bwysigrwydd cyfrinachedd a diogelu data.	X		Ffurflen Gais / Cyfweliad
Profiad o waith datblygu mewnol ac allanol i gefnogi gweledigaeth y coleg a'i amcanion mewn perthynas â lles.		X	Ffurflen Gais / Cyfweliad

Profiad cynhwysfawr o fewn y sector perthnasol e.e. Iechyd Meddwl neu addysg		X	Ffurflen Gais / Cyfweliad
Profiad o weithio gyda Sefydliadau Trydydd Sector, y GIG a gwasanaethau cymorth cymunedol neu Lywodraeth Leol.		X	Ffurflen Gais / Cyfweliad
Aelodaeth broffesiynol â chyrff rheoli ym maes iechyd meddwl		X	Ffurflen Gais / Cyfweliad
Profiad a gwybodaeth am y broses drosglwyddo rhwng ysgolion ac addysg bellach		X	Ffurflen Gais / Cyfweliad
Profiad o weithredu ar ran dysgwyr a/neu staff er mwyn eu cefnogi Dealltwriaeth o'r ystod o Anghenion Dysgu a sut i gefnogi'r anghenion hynny o fewn amgylchedd coleg.		X	Ffurflen Gais / Cyfweliad
SGILIAU A NODWEDDION PERSONOL			
Y gallu i ymdopi ag ystod o dasgau ar yr un pryd a blaenoriaethu gwaith fel y bo'n briodol.	X		Ffurflen Gais / Cyfweliad
Y gallu i herio staff mewn modd priodol a chynnal trafodaethau anodd.	X		Ffurflen Gais / Cyfweliad
Yn dangos lefel dda o gymhwysedd TG. Rhaid gallu defnyddio'r Rhyngwrdd a'r Fewnwrdd yn ogystal â bod yn barod i ddysgu sut i ddefnyddio pecynnau a systemau TG newydd.	X		Ffurflen Gais / Cyfweliad
Yn gallu blaenoriaethu a gwneud penderfyniadau ynghyd ag arddangos sgiliau trefnu ardderchog.	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio'n annibynnol ac mewn tîm er mwyn cyflawni amcanion unigol ac amcanion y tîm.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i ddiwylliant y coleg sy'n gosod pobl wrth wraidd popeth a wnawn.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i ethos sefydlog y sefydliad o weithio fel partneriaeth rhwng dysgwyr, staff, llywodraethwyr, cyflogwyr, rhieni a rhanddeiliaid eraill.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i'r nod o sicrhau safon uchel a rhagoriaeth ym mhob un o'r gwasanaethau a gynigir gan y sefydliad.	X		Ffurflen Gais / Cyfweliad

Ymrwymiad i sicrhau bod pob aelod o'r sefydliad yn cael eu gwerthfawrogi, yn cael eu hysgogi a'u hannog.	X		Ffurflen Gais / Cyfweliad
Hyrwyddo safonau proffesiynol, moesol a phersonol uwch ym mhob agwedd o'r sefydliad, yn unol ag Egwyddorion Nolan.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad amlwg i gydraddoldeb ac amrywiaeth.	X		Ffurflen Gais / Cyfweliad
Gwerthfawrogiad ac empathi â diwylliant, iaith ac etifeddiaeth Cymru	X		Ffurflen Gais / Cyfweliad
Argyhoeddedig o gynnal brand ac enw da sefydliad	X		Ffurflen Gais / Cyfweliad
Sgiliau rhwydweithio a chyfathrebu ardderchog	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a dealltwriaeth o gyfeirio cymdeithasol o fewn amgylchedd cefnogaeth a lles.		X	Ffurflen Gais / Cyfweliad
Y gallu i adnabod cyfleoedd i wella a datblygu arferion presennol.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth ymarferol am y polisïau/codau ymarfer perthnasol ac ymwybyddiaeth gyfredol o'r deddfau perthnasol, yn cynnwys deddfwriaeth anabledd y DU.		X	Ffurflen Gais / Cyfweliad
Y gallu i gynnal cyfrinachedd bob amser. 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
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		Cyfweliad
Yn siarad Cymraeg	Uwch		Cyfweliad
Llythrennedd Cymraeg	Uwch		Cyfweliad
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.			
Gofynion Gorfodol			

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.

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 Troseddwyd 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>.

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.

Crynodeb o'r Telerau a'r Amodau

Oriau Gwaith	37 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
Gwyliau Blynnyddol	• 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 blynnyddol.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	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. 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.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Mental Health and Wellbeing Transition Officer

Programme area / Department	Grŵp Wellbeing
Main site	Rhos / Bangor - Secondment Considered

Salary	£32,192.24 - £34,347.66 per annum Business Support Scale 6 Points 29 – 31
Contract type	Temporary to 30/06/2026
Contract terms	Full Time
Reporting to	Wellbeing Project Manager
Job purpose	
This is an exciting new fixed term multi campus role at Grŵp Llandrillo Menai. The post holder will work closely with the Welfare team at Learner Services, Student services (safeguarding), ALN Coordinator, Learning Support Coordinators, School Wellbeing, Inclusion Staff and Work Based Learning, as well as external partners such as GP's, CAMHS and Adult Mental Health Services, to ensure the smooth transition of learners with mental health and/or safeguarding needs from schools or other settings into the college or from college into further education ensuring that they access and receive the appropriate support.	
Main duties and responsibilities	
1. Responsible for the transition of students with mental ill health or/and needing intensive wellbeing support from school and other settings into the college and on to further education. 2. Liaise with college staff, schools, universities, parents/guardians, local authorities, health and other partners to develop, agree and implement a system to identify vulnerable learners requiring mental health support who will be transitioning into the college, work based learning or on to higher education. 3. To ensure that health, safety and personal information is accurately recorded, maintained and regularly reviewed on college systems in accordance with Data Protection legislation. 4. Work with the Mental Health and Wellbeing team, ALNCo, college teams to ensure that staff have put in place appropriate learner-centred transition plans for learners that have been identified to transition successfully. 5. In line with data protection, liaise with the Mental Health and Wellbeing team, ALNCo's, progress coaches and tutors to ensure that key stakeholders are aware of learner needs and support strategies. 6. Monitor and review personalised mental health plans. 7. Provide monthly statistical updates on transition plans and provision and carry out an annual review and written report on the impact of the plans. 8. Liaise with key internal and external stakeholders to ensure effective and timely communication and information sharing (as appropriate). 9. To promote opportunities to strengthen the learner experience and carry out all associated duties as directed by the manager such as recruitment activities, transition events, open evenings, induction days, Freshers Fairs etc. 10. The role will include travelling and working across different campuses. 11. The role may require occasional evening and weekend work as agreed e.g. transition and opening events. 12. Any other work commensurate with the grade as may be necessary to meet changes in demand. 13. To undertake appropriate training and staff development to support the effective delivery of duties and services. 14. Reflect the vision, mission, aims and values of the college. 15. The role will include travelling and working across different campuses. 16. The role may require occasional evening and weekend work as agreed e.g. transition and opening events. 17. Any other work commensurate with the grade as may be necessary to meet changes in demand.	

Person specification	Essential	Desirable	Assessment method
Qualifications			
Level 3 or above in a relevant mental health or wellbeing qualification	X		Application form / Interview
Educated to a minimum Level of GCSE qualification in English and Maths Grade c (or above)	X		Application form / Interview
Qualification or prepared to work towards L2 in Information, Advice and Guidance	X		Application form / Interview
Mental Health First Aid (or comparable mental health qualification)		X	Application form / Interview
Knowledge and experience			
Proven experience of working with young people with mental ill health.	X		Application form / Interview
Proven administrative and organisational skills gained through experience of working in an administrative role including experience of handling confidential information and accurate record keeping.	X		Application form / Interview
Able to demonstrate a commitment to and awareness of the importance of Safeguarding and a sound understanding of the importance of confidentiality and data protection.	X		Application form / Interview
Experience of external and internal network development to support the college vision and wellbeing objectives.		X	Application form / Interview
Comprehensive experience within the relevant sector. eg: Mental Health or education		X	Application form / Interview
Experience of working with Third Sector Organisations, NHS and community support services, or Local Government.		X	Application form / Interview
Professional memberships with mental health related governing bodies		X	Application form / Interview

Experience and knowledge of the transition process between schools and further education		X	Application form / Interview
Experience of advocating on behalf of learners an/or staff to support Knowledge of the broad range of learning needs and how to support these needs within a college environment		X	Application form / Interview
Skills and attributes			
Ability to cope with a range of tasks at any one time and prioritise workload accordingly.	X		Application form / Interview
Able to appropriately challenge staff and hold difficult conversations.	X		Application form / Interview
Demonstrate a good level of IT competence. Must be able to navigate the Internet and Intranets as well as being willing and able to learn how to use new IT packages and systems	X		Application form / Interview
Ability to determine priorities and make decisions, supported by excellent organisational skills.	X		Application form / Interview
Ability to work independently and as part of a team in order to deliver individual and team objectives	X		Application form / Interview
A commitment to the college's culture which places people at the centre of everything we do.	X		Application form / Interview
A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders	X		Application form / Interview
The continuous pursuit of high standards and excellence in all services provided by the organisation.	X		Application form / Interview
A commitment to ensuring that all members of the organisation are valued, motivated and encouraged.	X		Application form / Interview
The promotion of high professional, moral and personal	X		Application form / Interview

standards in all aspects of the organisation, subscribing to the Nolan Principles.			
A demonstrable commitment to equality and diversity.	X		Application form / Interview
An empathy and appreciation of Welsh Culture, language and heritage.	X		Application form / Interview
The belief in upholding a strong organisational brand and reputation.	X		Application form / Interview
Excellent networking and communication skills	X		Application form / Interview
Knowledge and understanding of social signposting within a support or wellbeing environment.		X	Application form / Interview
Ability to identify opportunities to improve and develop existing practices.		X	Application form / Interview
Working knowledge of relevant policies, codes of practice and up to date legislation, including the UK disability legislation		X	Application form / Interview
Ability to maintain confidentiality at all times. 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
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	Interview	
Welsh Speaking	Advanced	Interview	
Welsh Literacy	Advanced	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

Working hours	37 hours per week
Working weeks	52 weeks per year
Annual leave	• 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	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. 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.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.