

Swydd ddisgrifiad: Hyfforddwr Sgiliau Rhifedd (nifer o swydi at gael)

Maes Rhaglen / Adran	Addysg Oedolion a Chymunedol
Prif Safle	Cyfleoedd ar gael ar draws Gwynedd, Môn, Conwy a Dinbych
Cyflog	£27,231.81 - £29,550.77 y flwyddyn Cymorth Busnes Graddfa 5 Pwynt 25 - 28
Y Math o Contract	Dros dro hyd at Rhagfyr 2024
Telerau'r Contract	Rhan amser, hyd at 16 awr yr wythnos gyda'r posibilrwydd o oriau ychwanegol
Yn atebol i	Rheolwr Prosiect Multiply

Pwrpas y Swydd

Oes gennych chi gefndir mewn sgil galwedigaethol fel DIY, coginio, crefft neu chwaraeon? Ydych chi eisiau trosglwyddo'r sgiliau hynny a chefnogi unigolion i ddatblygu a magu hyder wrth ddefnyddio rhifau ar yr un pryd?

Rydym yn chwilio am unigolion sy'n angerddol am rifau i ymuno â'n tîm Prosiect Lluosi, i hyfforddi a mentora unigolion a grwpiau bach mewn lleoliadau amrywiol yn y gymuned sydd eisiau datblygu eu sgiliau rhifedd. Bydd hyfforddwyr yn cael eu hannog i fod yn greadigol wrth gyflwyno a datblygu sgiliau rhifedd drwy gysylltu'r sgiliau hyn â sgiliau bywyd bob dydd sydd gennych eisoes, e.e. coginio, garddio, DIY, cefnogi plant gyda'u gwaith cartref ac ati.

Mae Lluosi yn brosiect arloesol sy'n darparu cyrsiau rhifedd i oedolion yng Ngwynedd, Môn, Conwy a Dinbych er mwyn cynyddu eu sgiliau rhifedd neu i'w cefnogi i weithio tuag at gymhwyster. Ariennir y prosiect gan Lywodraeth y DU drwy Gronfa Ffyniant Gyffredin y DU.

Bydd yr hyfforddwr yn cynrychioli tîm Dysgu Oedolion a Chymunedol Grŵp Llandrillo Menai a bydd disgwyl iddynt hyrwyddo'r cyrsiau a'r hyfforddiant a gynigir, er mwyn annog recriwtio i gyfleoedd datblygu pellach.

Prif Ddyletswyddau a Chyfrifoldebau

1: Asesu Anghenion Y Dysgwyr

1. Cynnal cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen.
2. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu gefnogaeth arbennig.
3. Asesu profiadau dysgu a chyflawniadau blaenorol y dysgwyr mewn perthynas â'r rhaglen ddysgu ddynodedig.
4. Darparu cyngor ac arweiniad priodol i ddarpar ddysgwyr/hyfforddeion.
5. Sicrhau bod dysgwyr wedi'u cofrestru gyda'r cyrff dyfarnu, os yn berthnasol.
6. Cynnal y sesiynau cynefino angenrheidiol gyda phob dysgwr er mwyn eu paratoi ar gyfer eu rhaglenni hyfforddi

2: Monitro a Chefnogi Cyflawniadau'r Dysgwyr

1. Monitro a chefnogi dysgwyr i ddatblygu eu sgiliau trwy gynlluniau hyfforddi unigol.
2. Rhoi adborth i'r rheolwr ar gynnydd dysgwyr/.
3. Sicrhau bod yr holl ddysgwyr yn cael eu hannog i gyflwyno tystiolaeth yn yr iaith o'u dewis.
4. Dethol amrywiaeth o ddulliau dysgu ac addysgu sy'n addas i ddysgwyr/hyfforddeion unigol.

3: Aseu'r deilliannau dysgu a chyflawniadau'r dysgwyr

1. Defnyddio amrywiaeth o ddulliau aseu priodol i gynnal aseuadau teg a dibynadwy.
2. Sicrhau bod dysgwyr yn derbyn adborth ysgrifenedig a llafar clir ac adeiladol o fewn cyfnod priodol.
3. Cynnal cofnodion cywir a chyfredol a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, cyflogwyr, cyrff dyfarnu

4: Cynnal Systemau Ansawdd

1. Sicrhau bod yr holl systemau cofnodi yn cael eu cynnal e.e. cynlluniau hyfforddi ac adolygiadau, cofrestrï a/neu system dracio'r coleg, cofnodion cyfarfodydd, dogfennau adolygu a gwerthuso ac ati.
2. Cynorthwyo'r rheolwr i gynnal ansawdd cyffredinol y rhaglenni.
3. Cyfrannu at system Hunanasesu Flynyddol y coleg.

5: Dyletswyddau Eraill

1. Bod yn gyfrifol am hunanddatblygiad yn unol ag amcanion strategol y coleg.
2. Mynychu pob cyfarfod yn ôl y gofyn.
3. Cyflawni pob dyletswydd gan roi ystyriaeth lawn i Weithdrefnau Iechyd a Diogelwch a Chyfleoedd Cyfartal, gan argymhell camau gweithredu a rhoi gwybod am unrhyw ddigwyddiadau yn ddi-oed.
4. Cyflawni pob dyletswydd yn unol â pholisïau a gweithdrefnau'r coleg.
5. Bod yn ymwybodol o holl gynlluniau'r coleg a hyrwyddo'r rhai sy'n berthnasol.
6. Cynnal cyfrinachedd cleientiaid bob amser.
7. Cynnal safonau uchel o ymddygiad ac ymddangosiad personol.
8. Cyflawni targedau personol a thargedau tîm a osodwyd gan y Rheolwr Prosiect Muiltply
9. Gallu gweithio'n hyblyg i ddiwallu anghenion y prosiect Muiltply.
10. Unrhyw ddyletswyddau rhesymol eraill yn unol â Phwrpas y Swydd

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Aseu
Cymwysterau			
Cymhwyster Lefel 3 (neu uwch)	X		Ffurflen Gais
TGAU gradd C neu uwch mewn Mathemateg/Rhifedd, neu cymhwyster lefel 2 arall perthansol	X		Ffurflen Gais
Gwybodaeth a Phrofiad			
Profiad o fentora, addysgu neu hyfforddi eraill		X	Ffurflen Gais / Cyfweliad
Profiad o ymgysylltu â chyflogwyr/grwpiau a sefydliadau cymunedol		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau rhifedd ardderchog a'r gallu i drosglwyddo'r sgiliau hyn i eraill	X		Cyfweliad

Yn drefnus a chywir gyda'r gallu i roi sylw i fanylion mewn prosesau gweinyddu a monitro	X		Ffurflen Gais / Cyfweliad
Sgiliau cyfathrebu a rhyngberonol gwych a'r gallu i sefydlu perthynas waith effeithiol gydag ystod eang o bobl yn cynnwys asiantaethau allanol	X		Ffurflen Gais / Cyfweliad
Sgiliau TG o'r radd flaenaf	X		Ffurflen Gais
Gofynion Ychwanegol			
Y gallu i gynorthwyo dysgwyr/hyfforddeion i gyflawni eu hamcanion	X		Ffurflen Gais / Cyfweliad
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Canolradd (Gwynedd a Môn) Mynediad (Conwy a Dinbych)		Asesiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Canolradd (Gwynedd a Môn) Mynediad (Conwy a Dinbych)		Asesiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Canolradd (Gwynedd a Môn) Mynediad (Conwy a Dinbych)		Asesiadau ar-lein / 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 ymrwmo 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 diweddar'u'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	Hyd at 37 awr yr wythnos		
Wythnos Waith	52 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 llawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. 		

	<ul style="list-style-type: none"> 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, Cynhaliaeth 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>
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Numeracy Skills Instructor (numerous posts available)	
Programme area / Department	Adult and Community Learning
Main site	Opportunities available across Gwynedd, Anglesey, Conwy & Denbighshire
Salary	£27,231.81 - £29,550.77 per annum Business Support Scale 5 Points 25 – 28
Contract type	Fixed term contract until December 2024
Contract terms	Part time, up to 16 hours per week with the possibility of additional hours
Reporting to	Multiply Project Manager
Job purpose	
<p>Do you have a background in a vocational skill such as DIY, cooking, crafting or sport? Do you want to pass on those skills and support individuals to develop and gain confidence in using numbers at the same time?</p> <p>We are looking for individuals who are passionate about numbers to join our Project Multiply team, to train and mentor individuals and small groups in various locations in the community who want to develop their numeracy skills. Instructors will be encouraged to be creative in introducing and developing numeracy skills by linking these skills with everyday life skills you already have, e.g. cooking, gardening, DIY, supporting children with their homework etc.</p> <p>Multiply is an innovative project which provides numeracy courses for adults in Gwynedd, Anglesey, Conwy and Denbigh in order to increase their numeracy skills or to work towards a qualification. The project is funded by the UK Government through the UK Shared Prosperity Fund.</p> <p>The instructor will be representing Grŵp Llandrillo Menai's Adult and Community Learning team and will be expected to promote the courses and training offered, to encourage recruitment onto further development opportunities.</p>	
Main duties and responsibilities	
<p>1: Assessing Learners' Needs</p> <ol style="list-style-type: none"> 1. Conduct interviews with prospective learners and administer any required selection tests. 2. Undertake initial assessments and identify any special learning or support needs. 3. Assess the learning experiences and previous achievements of the learners in relation to the designated learning programme to then be able to provide appropriate tailored training and support. 4. Provide prospective learners with appropriate advice and guidance. 5. Ensure that learners are registered with the awarding bodies, if relevant. 6. Carry out the necessary induction with all learners for their training programmes. <p>2: Monitor and Support Learner Achievements</p> <ol style="list-style-type: none"> 1. Monitor and support learners to develop their skills through individual training plans. 2. Provide feedback to the manager on the progress of learners. 3. Ensure that all learners are supported through the language of their choice. 4. Select a variety of teaching and learning methods that are suitable for individual learners. 	

3: Assessing the outcomes of learning and learners' achievements

1. Use a variety of appropriate assessment methods to conduct fair and reliable assessments.
2. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale.
3. Maintain accurate and up to date records and provide information to relevant stakeholders e.g. colleagues, employers, awarding bodies.

4: Maintain Quality Systems

1. Ensure that all recording systems are maintained e.g. training plans, reviews, registers, meeting minutes, review and evaluation documents etc.
2. Support the manager in maintaining the general quality of programmes.
3. Contribute to the college Annual Self Assessment system.

5: Other Duties

1. Take responsibility for self-development in line with college strategic aims.
2. To attend all meetings as requested.
3. Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities, recommending action and reporting any incidents without delay.
4. Carry out all duties in line with college policies and procedures.
5. Keep abreast of all college initiatives and promote where relevant.
6. To maintain client confidentiality at all times.
7. To maintain high standards of personal behaviour and appearance.
8. To achieve personal and team targets set by the Multiply Project Manager.
9. To be able to work flexibly to meet the needs of the Multiply project.
10. Any other duties which can be reasonably expected in line with the Job role.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Level 3 qualification	X		Application form
GCSE grade C or above in Mathematics/Numeracy, or other relevant level 2 qualification	X		Application form
Knowledge and experience			
Experience of mentoring, teaching or training others		X	Application form / Interview
Experience of engaging with employers/community groups and organisations		X	Application form / Interview
Skills and attributes			
Excellent numeracy skills and the ability to transfer these skills to others	X		Interview
Organised and accurate with the ability to pay attention to detail	X		Application form / Interview

in administration and monitoring processes			
Excellent communication and interpersonal skills and the ability to establish effective working relationships with a wide range of people including external agencies	X		Application form / Interview
Excellent IT skills	X		Application form
Additional requirements			
The ability to support learners to achieve their objectives	X		Application form / Interview
The ability to travel in accordance with the requirements of the job	X		Application form
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Intermediate (Gwynedd and Anglesey) Entry (Conwy and Denbigh)		On-line assessment / Interview
Welsh Speaking	Intermediate (Gwynedd and Anglesey) Entry (Conwy and Denbigh)		On-line assessment / Interview
Welsh Literacy	Intermediate (Gwynedd and Anglesey) Entry (Conwy and Denbigh)		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			
<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	Up to 37 hours per week		
Working weeks	52 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. 		

	<ul style="list-style-type: none"> • 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.