

### Swydd Ddisgrifiad: GWEINYDDWR CEFNOGI DYSGU

<b>Maes Rhaglen / Adran</b>	Grŵp ADY
<b>Prif Safle</b>	Glynllifon neu Bangor
<b>Cyflog</b>	£18,665.41 - £19,768.46 y flwyddyn Cymorth Busnes Graddfa 3 Pwynt 17 - 20
<b>Y Math o Contract</b>	Dros Dro hyd at Gorffennaf 2025
<b>Telerau'r Contract</b>	Amser Tymor – 37 awr yr wythnos x 38 wythnos y flwyddyn
<b>Yn atebol i</b>	Pennaeth Grŵp ADY

### Pwrpas y Swydd

Cefnogi cydlynu cefnogaeth ddysgu i bob dysgwr trwy ddarparu cefnogaeth weinyddol person ganolog i'r tîm ADY & Cynhwysiant.

Yn unol â gofynion statudol a gweithdrefnau Grŵp Llandrillo Menai, bydd y Gweinyddwr cefnogi Dysgu yn ymgymryd â dyletswyddau cefnogi gweinyddol wrth wirio trefn cofnodion dysgwyr i gefnogi trosglwyddo, ar gymorth rhaglenni a dilyniant dysgwyr ag anghenion dysgu ychwanegol.

Mae cynnal cyfrinachedd yn elfen hanfodol o'r rôl, yn ogystal â chydweithrediad â staff addysgu, rheolwyr ac asiantaethau allanol. Mae angen sgiliau gweinyddol, TG a chyfathrebu hynod hyfedr ynghyd â'r gallu i fod yn hyblyg a gweithio mewn amgylchedd deinamig.

### Prif Ddyletswyddau a Chyfrifoldebau

1. Gweinyddu systemau a gweithdrefnau cynhwysfawr er mwyn darparu gwasanaethau cyfeillgar ac effeithlon i ddysgwyr a darpar fyfyrwyr Grŵp Llandrillo Menai
2. Darparu cymorth gweinyddol i gyfarfodydd pontio, dilyniant ac adolygu statudol gyda dysgwyr, rhieni/gwarcheidwaid ac asiantaethau cymorth allanol yn ôl yr angen.
3. Gweinyddu'r broses ALNQ trwy geisio caniatâd yn rhagweithiol i rannu gwybodaeth gan ddysgwyr a neu rieni / gwarcheidwaid.
4. Cymharu, cofnodi, storio, monitro ac adrodd ar y dogfennau statudol sy'n ofynnol i gynllunio ar gyfer trefniadau cefnogi'r dysgwyr yn unol â gofynion GDPR a gweithdrefnau coleg.
5. Darparu cefnogaeth weinyddol wrth roi trefn, storio, monitro a rhannu asesiadau risg gan nyrs y coleg a thîm SHE lle mae angen cefnogi iechyd/meddygol/symudedd.
6. Cadw cofrestr o'r offer sydd wedi ei ddyrannu a'i ddsbarthu i ddysgwyr
7. Cefnogi'r gwaith o weinyddu trefniadau arholiadau ac ACCESS yn unol â gweithdrefnau'r coleg.
8. Gweinyddu, cynnal systemau a gweithdrefnau ar gyfer monitro'r canlynol, gan weithio'n agos gyda'r tîm rheoli:
  - Amserlenni staff
  - Ceisiadau cyflogau staff rhan-amser
  - Cyllidebau ar gyfer nwyddau traul
  - Gweithdrefnau iechyd a diogelwch
  - Marchnata
  - Systemau ansawdd

- Rheoli dyddiadur

- Darparu cefnogaeth weinyddol gyfrinachol i'r tîm ADY & Cynhwysiant wrth brosesu gwybodaeth dysgwr a staff.
- I ddarparu cefnogaeth weinyddol gyfrinachol i'r Pennaeth ADY, Dirprwy Reolwr ADY a'r Cydlynnydd cefnogi Dysgu wrth gymryd nodiadau a chofnodion cyfarfodydd.
- Cysylltu â chyfathrebu â phob ymholiad ynghylch gwasanaethau cefnogi dysgu colegau ac ymateb yn brydlon ac yn effeithiol trwy ddarparu gwybodaeth gywir mewn modd amserol, proffesiynol a chyfeillgar.
- Gweithredu systemau a phrosesau TG a llaw yn unol â gweithdrefnau coleg a/neu gyfarwyddyd gan reolwyr.
- Cynnal a chynhyrchu adroddiadau ar ddata dysgwyr yn unol â gweithdrefnau ac arferion colegau at ddibenion archwilio ac arolygu allanol.
- Cyflawni unrhyw ddyletswyddau cysylltiedig eraill yn unol â chais Rheolwr Grŵp ADY.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
<b>Cymwysterau</b>			
Wedi ei addysgu i Lefel 3 gyda safon gyffredinol dda o addysg yn cynnwys TGAU Gradd C neu uwch yn Saesneg neu gyffelyb e.e. Sgiliau Allweddol.	X		Ffurflen Gais
Cymhwyster mewn gweinyddu neu dechnoleg gwybodaeth.		X	Ffurflen Gais
<b>Gwybodaeth a Phrofiad</b>			
Sgiliau cyfathrebu a sgiliau personol ardderchog er mwyn gweithio'n effeithiol gyda myfyrwyr a staff drwy gyfrwng y Gymraeg a'r Saesneg.	X		Ffurflen Gais / Cyfweliad
Profiad o weithio gyda phobl sydd ag Anghenion Dysgu Ychwanegol.		X	Ffurflen Gais / Cyfweliad
Profiad o weithio gyda phobl ifanc/oedolion mewn amgylchedd addysg/hyfforddiant.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a dealltwriaeth o ddeddfwriaeth Anghenion Dysgu Ychwanegol.		X	Ffurflen Gais / Cyfweliad

<b>Sgiliau a Phriodweddau</b>			
Profiad gweinyddol a threfniadol a enillwyd drwy brofiad o weithio mewn swydd weinyddol, gan gynnwys 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
Gallu cwblhau tasgau yn gywir ac amserol wrth weithio o dan bwysau.	X		Ffurflen Gais / Cyfweliad
Yn gallu ymdopi â nifer o dasgau ar yr un pryd a blaenoriaethu llwyth gwaith fel y bo'n briodol	X		Ffurflen Gais / Cyfweliad
Wedi ymrwymo i Gyfleoedd Cyfartal ac yn sensitif i unrhyw fater sy'n ymwneud â gwahaniaethu, ac yn barod i weithredu'n gadarnhaol i sicrhau bod cyfle cyfartal ar gael i bawb.	X		Ffurflen Gais / Cyfweliad
Y gallu i gadw cyfrinachedd a ffiniau proffesiynol.	X		Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			
Y gallu i deithio'n unol â gofynion y swydd	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	Cyfweliad
<b>Yn siarad Cymraeg</b>		Uwch	Cyfweliad
<b>Llythrennedd Cymraeg</b>		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 ymrwmo 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 Mewnffudo 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

<b>Oriau Gwaith</b>	37 awr yr wythnos
<b>Wythnos Waith</b>	38 o wythnosau'r flwyddyn
<b>Gwyliau Blynyddol</b>	<ul style="list-style-type: none"> <li>• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> <li>• Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>• Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> <li>• Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>• 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.</li> </ul>
<b>Pensiwn</b>	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )
<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>	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

<b>Job description: LEARNING SUPPORT ADMINISTRATOR</b>	
<b>Programme area / Department</b>	Grŵp ALN
<b>Main site</b>	Glynllifon or Bangor
<b>Salary</b>	£18,665.41 - £19,768.46 per annum Business Support Scale 3 Points 17 – 20
<b>Contract type</b>	Temporary until July 2025
<b>Contract terms</b>	Term Time – 37 hours per week x 38 weeks per year
<b>Reporting to</b>	Head of ALN
<b>Job purpose</b>	
<p>To support the co-ordination of learning support for all learners by providing person centre administrative support to the ALN and Inclusion team.</p> <p>In accordance with statutory requirements and Grŵp Llandrillo Menai procedures, the Learning Support Administrator will undertake administrative support duties in the collation of learner records to support transition, on programme support and progression of learners with additional learning needs.</p> <p>Maintaining confidentiality is a crucial element of the role, as is the cooperation with teaching staff, managers and external agencies. Highly proficient administrative, IT and communication skills are required as is the ability to be flexible and work within a dynamic environment.</p>	
<b>Main duties and responsibilities</b>	
<ol style="list-style-type: none"> <li>1. To administer comprehensive systems and procedures for the provision of a friendly and efficient Learning Support function to prospective and existing GLLM learners.</li> <li>2. To provide administrative support to transition, progression and statutory review meetings with learners, parents/guardians and external support agencies as required.</li> <li>3. Administer the ALNQ process through proactively seeking consent to share information from learners and or parents/guardians.</li> <li>4. Collate, record, store, monitor and report on the statutory documents required to plan for the learners' support arrangements in accordance with GDPR requirements and college procedures.</li> <li>5. Provide administrative support in the collation, storing, monitoring and sharing of risk assessments from the college nurse and SHE team where health/medical/mobility support is required.</li> <li>6. Maintain a register of equipment allocated and distributed to learners</li> <li>7. To support the administration of examination and ACCESS arrangements in accordance with college procedures.</li> <li>8. To administer, maintain systems and procedures for the monitoring of the following, working closely with the management team: <ul style="list-style-type: none"> <li>• Staff schedules</li> <li>• Part time staff salary claims</li> <li>• Consumable budgets</li> <li>• Health and safety procedures</li> <li>• Marketing</li> </ul> </li> </ol>	

- Quality systems
  - Diary management
9. To provide confidential administrative support for the ALN and Inclusion team in the processing of learner and staff information.
  10. To provide confidential administrative support for the Head of ALN, Deputy ALN Manager and Learning Support Co-ordinator in taking notes and minutes of meetings.
  11. To liaise and communicate with, and respond promptly and effectively to all enquiries regarding college learning support services through the provision of accurate information in a timely, professional and friendly manner.
  12. To operate IT and manual systems and processes in accordance with college procedures and/or instruction from managers.
  13. To maintain and generate reports on learner data in accordance with college procedures and practices for the purpose of audit and external inspection.
  14. To carry out any other related duties as requested by the Grŵp ALN Manager.

Person specification	Essential	Desirable	Assessment method
<b>Qualifications</b>			
Educated to a minimum of level 3 with a good general standard of education to include GCSE at Grade C, or above, in English, or equivalent e.g., Key Skills.	X		Application form
Hold a qualification in administration or information technology.		X	Application form
<b>Knowledge and experience</b>			
Excellent communication and personal skills to work effectively with students and staff through the medium of Welsh and English.	X		Application form / Interview
Experience of working with people with Additional Learning Needs.		X	Application form / Interview
Experience of working with young people/ adults within an education/training environment		X	Application form / Interview
Knowledge and understanding of Additional Learning Needs legislation.		X	Application form / Interview
<b>Skills and attributes</b>			
Proven administrative and organisational skills gained through experience of working in administrative role including		X	Application form / Interview

experience of handling confidential information.			
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
<b>Additional requirements</b>			
Able to travel as required to fulfil the requirements of the role	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		Interview
<b>Welsh Speaking</b>	Advanced		Interview
<b>Welsh Literacy</b>	Advanced		Interview
<b>Please note:</b> 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.			
<b>Mandatory requirements</b>			
<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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</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.

### Summary of the terms and conditions

<b>Working hours</b>	37 hours per week
<b>Working weeks</b>	38 weeks per year
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</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>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</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.