

Swydd ddisgrifiad: Dirprwy Reolwr Maes Rhaglen Adeiladwaith Coleg Menai

Maes rhaglen / Adran	Adeiladwaith, Coleg Menai
Prif safle	Llangefni
Cyflog	£52,332.69 - £55,753.73 y flwyddyn Graddfa Rheolwyr Pwynt MS 1-3
Y math o gontract	Parhaol
Telerau'r contract	Llawn Amser
Yn adrodd i'r	Rheolwr Maes Rhaglen Adeiladwaith Coleg Menai

Pwrrpas y swydd

Yn aelod o dîm rheoli Grŵp Llandrillo Menai, bydd deiliad y swydd wedi ymrwymo i genhadaeth y Grŵp sef: Gwella Dyfodol Pobl ac i werthoedd y Grŵp sef:

- Cydraddoldeb
- Ansawdd
- Arloesedd
- Proffesiynoldeb

Prif bwrpas y rôl yw i gefnogi y Rheolwr Maes Rhaglen i reoli'r Maes Rhaglen i sicrhau ansawdd ym mhob agwedd ei bod yn gweithredu yn effeithiol ac effeithlon yn unol â chynlluniau strategol a gweithredol y Grŵp.

Prif ddyletswyddau a chyfrifoldebau - Rheolaeth

Gall cyfrifoldebau'r swydd olygu arwain mewn maes penodol o fewn y Maes Rhaglen, e.e. Sicrhau Ansawdd, Dysgu ac Addysgu. Bydd y dirprwy reolwr hefyd yn dysgu 417.5 o oriau.

Bydd prif gyfrifoldebau'r swydd yn cynnwys, ond ddim yn gyfyngedig i'r canlynol:

- Cefnogi'r Rheolwr Maes Rhaglen gyda materion staffio a chynnal hyd at 50% o adolygiadau proffesiynol staff;
- Cefnogi'r Rheolwr Maes Rhaglen gydag 1-1 gyda staff;
- Gweithgareddau gwirio ansawdd megis arsylwi gwersi a theithiau dysgu
- Cefnogi dysgwyr i gyrraedd eu potensial
- Monitro cynnydd dysgwyr a delio gyda materion megis paneli disgyblu dysgwyr
- Cynorthwyo'r Rheolwr Maes Rhaglen gyda gweithgareddau recriwtio dysgwyr
- Cynorthwyo gyda'r cynllunio a pharatoi ar gyfer gweithgareddau dysgu ac addysgu, e.e. amserlennu
- Dirprwyo ar ran y Rheolwr Maes Rhaglen gyda gweithredoedd dydd-i-ddydd neu faterion yn ymwneud â chwynion Cam 1
- Cefnogi'r maes rhaglen gydag unrhyw drefniadau menter.
- Unrhyw ddyletswyddau eraill y cytunir arnynt gyda'r Rheolwr Maes Rhaglen a'r Pennaeth Cynorthwyol

Prif ddyletswyddau a chyfrifoldebau - Darlithio

A: Asesu Anghenion Y Dysgwyr

- A1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr
- A2. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig
- A3. Cynnal cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen
- A4. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig.
- A5. Sicrhau bod dysgwyr yn cofrestru gyda'r coleg a chyrff dyfarnu

B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu

- B1. Nodi canlyniadau dysgu a pharatoi Cynlluniau Gwaith a Chynlluniau Gwersi ar gyfer rhaglenni perthnasol yn unol â gofynion cyrff dyfarnu a chanllawiau'r Grŵp.
- B2. Sicrhau bod sgiliau sylfaenol (hanfodol) yn cael eu hintegreiddio i'r rhaglen ddysgu fel y bo'r angen
- 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
- B4. Dethol amrywiaeth o ddulliau dysgu i ddiwallu anghenion myfyrwyr

C: Rheoli'r Broses Ddysgu

- C1. Sefydlu a chynnal amgylchedd dysgu ddiogel ac effeithiol
- C2. Datblygu a defnyddio amrywiaeth o dechnegau dysgu ac addysgu er mwyn annog dysgu annibynnol a hwyluso dysgu trwy brofiadau
- 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 chyrsgau

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 academiaidd

E: Asesu'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 Chydlynnydd 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
Cymwysterau			
Cymhwyster Tystysgrif Genedlaethol Uwch (TGU) mewn maes perthnasol	X		Ffurflen gais
Gradd neu gymhwyster cyfwerth mewn maes perthnasol.		X	Ffurflen gais
Cymhwyster addysgu	X		Ffurflen gais

Un ai'n meddu ar gymhwyster ym maes rheoli, yn astudio i gael cymhwyster rheoli ar hyn o bryd neu'n barod i wneud hynny.		X	Ffurflen Gais / Cyfweliad
Profiad o reoli tîm yn llwyddiannus.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad			
Gwybodaeth drylwyr o un neu fwy o bynciau sector y Maes Rhaglen	X		Ffurflen Gais / Cyfweliad
Profiad addysgu o safon uchel	X		Ffurflen Gais / Cyfweliad
Gwybodaeth fanwl am Flaenoriaethau Sector y Rhanbarth o ran y maes rhaglen a nodau strategol y coleg.	X		Ffurflen Gais / Cyfweliad
Profiad o arolygiadau Estyn.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth fanwl am ddarpariaeth Addysg Bellach	X		Ffurflen Gais / Cyfweliad
Gwybodaeth fanwl am ddarpariaeth Addysg Uwch		X	Ffurflen Gais / Cyfweliad
Sgiliau a phriodoleddau			
Sgiliau rhyngpersonol a sgiliau cyfathrebu rhagorol.	X		Ffurflen Gais / Cyfweliad
Y gallu i ymdrin yn effeithiol â staff ar bob lefel, yn ogystal â dysgwyr a chleientiaid allanol.	X		Ffurflen Gais / Cyfweliad
Y gallu i gyrraedd targedau a rheoli cyllidebau dirprwyedig.	X		Ffurflen Gais / Cyfweliad
Defnyddiwr cymwys o becynnau TG	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	Ffurflen Gais / Cyfweliad
Gallu i siarad Cymraeg	Uwch	Ffurflen Gais / Cyfweliad
Llythrennedd Cymraeg	Uwch	Ffurflen Gais / Cyfweliad
Noder: bydd ymgeiswyr sy'n dangos eu bod o fewn un lefel i fodloni gofynion sgiliau Cymraeg y swydd hefyd yn cael eu hystyried ar yr amod bod unrhyw swydd a gynigir iddynt yn cynnwys cytundeb dan gontract 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 sy'n 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'r Gwasanaeth Datgelu a Gwahardd (DBS) trwy wasanaeth diweddarau'r gwasanaeth 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	
Wythnosau gwaith	52 wythnos y flwyddyn	
Gwyliau blynyddol	• 37 diwrnod y flwyddyn (1 Medi - 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd 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 Athrawon (https://www.teacherspensions.co.uk/)	
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, Cynhaliaeth ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus lenwi 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 tystysgrif yswiriant i Adran Gyllid y Grŵp bob blwyddyn.	

Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus ateb holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.
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Job description: Deputy Programme Area Manager Construction Coleg Menai	
Programme area / Department	Construction Coleg Menai
Main site	Llangefni
Salary	£52,332.69 - £55,753.73 per annum Management Scale Point MS 1-3
Contract type	Permanent
Contract terms	Full Time
Reporting to	Programme Area Manager Construction Coleg Menai
Job purpose	
As a member of the Grŵp Llandrillo Menai management team, the post holder will be committed to the Grŵp's mission which is: Improving People's Futures and to the Grŵp's Values which are: • Equity • Quality • Innovation • Professionalism The main purpose of this role is to support the Programme Area Manager to manage the Programme Area so that it runs effectively & efficiently in line with the Grŵp's strategic and operational plans.	
Main duties and responsibilities - Management	
Duties could include taking a lead in a specific area of the PA, e.g Quality Assurance; Teaching and Learning, Higher Education. The post holder will also undertake 417.5 hours of teaching. The main areas of responsibility may include, but are not exclusive, to the following: 1. Support the Programme Area Manager with staffing matters and undertake up to 50% of staff professional reviews; 2. Supporting the Programme Area Manager with 1-1's with staff; 3. quality assurance activities such as lesson observations & learning walks 4. supporting learners to achieve their potential 5. monitoring learner progress and issues, including stage 2 student disciplinary panels 6. assisting the Programme Area Manager with learner recruitment 7. assist with planning & preparation for teaching & learning activities; e.g timetabling	

8. deputising for the Programme Area Manager on day to day operations or issues including stage 1 complaints.
 9. Support departmental staff with maintenance and delivery of departmental initiatives
- Any other duties agreed with the PAM and AP

Main duties and responsibilities – Lecturing

A: Assessing Learners' Needs

- A1. Provide prospective students with appropriate advice and guidance
- A2. Assess learners' previous learning experiences and achievements in relation to the identified learning programme
- A3. Conduct interviews with prospective students and administer any necessary selection tests
- A4. Undertake initial assessments and identify any special learning or support Needs
- A5. Ensure learners are registered with the college and with awarding bodies

B: Planning and Preparing Teaching and Learning Programmes

- B1. Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements and Grŵp guidelines
- B2. Ensure that literacy and numeracy / essential skills are integrated into the learning programme as required
- 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
- B4. Select a range of learning methods to meet student needs

C: Managing the Learning Process

- C1. Establish and maintain a safe and effective learning environment
- C2. Develop and use a range of teaching and learning techniques to encourage individual learning and facilitate learning through experience
- C3. Produce and use appropriate learning materials using information learning technology where possible
- C4. Identify and address poor motivation and challenge inappropriate behaviour
- C5. Set challenging tasks and agree individual goals and targets with learners as appropriate
- 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
Qualifications			
Higher National Certificate (HNC) qualification in a related area	X		Application form

Degree or equivalent qualification in a related area.		X	Application form
Teaching qualification	X		Application form
Has a management qualification, is currently undertaking a management qualification or is willing to.		X	Application form / Interview
Has experience of successful management of a team.		X	Application form / Interview
Knowledge and experience			
Has an in-depth knowledge of one or more of the sector subject(s) within the Programme Area	X		Application form / Interview
Strong track record of high quality teaching	X		Application form / Interview
Has in-depth knowledge of Regional Sector Priorities associated with the area and the college strategic aims.	X		Application form / Interview
Experience of Estyn inspections.		X	Application form / Interview
In-depth knowledge of Further Education provision	X		Application form / Interview
In-depth knowledge of Higher Education provision		X	Application form / Interview
Skills and attributes			
Excellent interpersonal skills and communication skills.	X		Application form / Interview
The ability to deal effectively with staff at all levels, learners and external clients.	X		Application form / Interview
Ability to meet targets and manage delegated budgets.	X		Application form / Interview
Competent user of IT packages	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		Application form / Interview
Welsh Speaking	Advanced		Application form / Interview
Welsh Literacy	Advanced		Application form / 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	• 37 days leave per annum (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	Teachers' Pension Scheme (https://www.teacherspensions.co.uk/)		
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.