

Swydd Ddisgrifiad: Swyddog Cefnogaeth Hostel	
Maes Rhaglen / Adran	Gwasanaethau Academaidd
Prif Safle	Hostel Glanrafon, Glynllifon
Cyflog	£14,858 - £16,171 y flwyddyn Cymorth Busnes Graddfa 4 Pwynt 21-24
Y Math o Gontract	Parhaol
Telerau'r Contract	Amser Tymor
Yn atebol i	Rheolwr Gwasanaethau Academaidd CM/CMD
Pwrpas y Swydd	
Ystyria'r Coleg fod diogelwch a lles ei fyfyrwyr preswyl yn holl bwysig i'w profiad dysgu'n gyffredinol, ac felly, bydd deiliad y swydd yn gyfrifol am ddarparu cefnogaeth lles, cyngor ac arweiniad ar les emosiynol, corfforol a rhywiol. Mae'r gefnogaeth hon yn cynnwys cydweithio'n agos ag aelodau eraill o'r Gwasanaethau i Ddysgwyr, staff yr hostel, tiwtoriaid, asiantaethau allanol (lle bo'n briodol) a rhieni. Bydd deiliaid y swydd hon yn gyfrifol am gefnogi Cydlynnydd yr Hostel gyda threfnu, goruchwyllo a hwyluso gweithgareddau gyda'r nos ar y safle ac oddi arno i helpu dysgwyr i gyrraedd eu llawn botensial.	
Prif Ddyletswyddau a Chyfrifoldebau	
1. Darparu arweiniad ar faterion lles a llesiant emosiynol, corfforol ac iechyd rhywiol i ddysgwyr gyda'r nod o gefnogi iechyd a lles myfyrwyr preswyl. 2. Cynnig gwybodaeth a chynghor ar faterion lles yn ôl y galw ar fyr rybudd, neu ar unwaith mewn achos o argyfwng. 3. Cynnig gwasanaeth ar alwad drwy'r nos ar nosweithiau penodedig. 4. Trefnu bod staff arbenigol ar gael i ddysgwyr preswyl a chyfeirio dysgwyr at asiantaethau cefnogi priodol yn ôl y galw er mwyn cefnogi eu hanghenion. 5. Darparu gwasanaeth personol a chyfrinachol ar faterion lles i ddysgwyr preswyl yn cynnwys mentora. 6. Hyrwyddo tîm lles y Gwasanaethau i Ddysgwyr yn fewnol a sefydlu perthynas weithio â thiwtoriaid yn seiliedig ar anghenion y dysgwyr preswyl. 7. Bod yn ymwybodol o'r deddfau sy'n ymwneud ag Amddiffyn Plant, a gweithredu'n unol â'r canllawiau a osodwyd. 8. Mewn cydweithrediad â Swyddog Cyfoethogi'r Grŵp a Chydlynnydd yr Hostel, cynllunio rhaglen o weithgareddau hamdden a chymdeithasol i breswylwyr Hostel Glanrafon ar y safle ac oddi arno. 9. Sicrhau bod pob asesiad risg a materion iechyd a diogelwch yn cael eu hystyried a'u dogfennu ar gyfer pob gweithgaredd a gynhelir ar y safle ac oddi arno. 10. Ymgysylltu â sefydliadau a chymdeithasau lleol, rhanbarthol a chenedlaethol, a chysylltu â hwy, er mwyn darparu cyfleoedd i'r preswylwyr e.e. Yr Urdd, Ffermwyr Ifanc, clybiau chwaraeon lleol ac ati.	

11. Trefnu ac archebu lleoliadau addas ar gyfer ymweliadau a gweithgareddau.
12. Sicrhau bod pob cyfarpar a ddefnyddir gan y preswylwyr yn ystod y rhaglen yn addas i'w pwrpas, yn cynnwys cyfarpar sydd ar brydles.
13. Prosesu cofrestriadau a thaliadau yn unol â gweithdrefnau'r Coleg.
14. Trefnu cludiant addas i bob gweithgaredd a gynhelir oddi ar y safle.
15. I werthuso a datblygu rhaglen effeithiol o ddigwyddiadau
16. Hwyluso cyflwyniad i'r Hostel ynghyd â sesiynau cynefino, ei bolisiau a'i gweithdrefnau.
17. Paratoi pecynnau gwybodaeth i breswylwyr a rheini/gwarcheidwaid, gan sicrhau bod y dogfennau'n gyfredol ac yn berthnasol.
18. Ymateb i ymholiadau/materion sy'n ymwneud â'r Hostel a/neu'r preswylwyr.
19. Goruchwyllo'r dysgwyr amser swper.
20. Cynorthwyo Rheolwr y Gwasanaethau i Ddysgwyr i gynnal grwpiau ffocws.
21. Yn unol â'r raddfa gyflog, ymgymryd ag unrhyw waith arall a all fod yn angenrheidiol i ymdrin â newidiadau yn y galw.
22. I gefnogi prosesau sy'n sicrhau bod preswylwyr yn cydymffurfio â'r cod ymddygiad dysgwyr.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymhwyster mewn gwaith ieuenctid, chwaraeon neu hyfforddi	X		Ffurflen Gais / Cyfweliad
Cymhwyster Cymorth Cyntaf	X		Ffurflen Gais / Cyfweliad
Cymhwyster Iechyd a Diogelwch		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o weithio gyda phobl ifanc rhwng 16 ac 20 oed	X		Ffurflen Gais / Cyfweliad
Profiad o ysgogi ac ymgysylltu â phobl ifanc	X		Ffurflen Gais / Cyfweliad
Profiad o fod yn rhagweithiol mewn amgylchedd gwaith	X		Ffurflen Gais / Cyfweliad
Y gallu i gadw cyfrinachedd bob amser	X		Ffurflen Gais / Cyfweliad
Sgiliau a Phrïodweddau			
Sgiliau rhyngbersonol a sgiliau cyfathrebu rhagorol	X		Ffurflen Gais / Cyfweliad
Y gallu i ddefnyddio TGCh, e-bost a chyfryngau cymdeithasol yn fedrus	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu ardderchog	X		Ffurflen Gais / Cyfweliad

Profiad o ddefnyddio meddalwedd Google, gan gynnwys gmail		X	Ffurflen Gais / Cyfweliad
Trwydded Gyrwr Dilys Bws Mini		X	Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus.	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	26 awr yr wythnos	
Wythnos Waith	36 o wythnosau'r flwyddyn	
Gwylliau Blynyddol	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 blynyddol.	
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, Cynhaliaeth 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: Hostel Support Officer	
Programme area / Department	Learner Services
Main site	Glanrafon Hostel, Glynllifon
Salary	£14,858 - £16,171 per annum Business Support Scale 4 Points 21-24
Contract type	Permanent
Contract terms	Term Time
Reporting to	Learner Services Manager CM/CMD
Job purpose	
The College views the safety and wellbeing of its residential students as crucial in their overall learning experience and as such, the post holder will be responsible for providing welfare support, emotional, physical and sexual well-being advice and guidance. This support includes working closely with other members of Learner Services, hostel staff, tutors, external agencies (where appropriate) and parents. This role will be responsible for supporting the Hostel Co-ordinator with the arranging, supervising and facilitating of evening activities both on and off site to help learners reach their full potential.	
Main duties and responsibilities	
1. To provide welfare and well-being guidance regarding emotional, physical and sexual health to learners with the aim of supporting the health and wellbeing of resident students. 2. To offer welfare information and advice when required at short notice or immediately in a crisis situation. 3. Offer an all-night on-call service on allocated evenings. 4. Arrange for resident learners to gain access to specialist staff and refer to appropriate support agencies as required to support the needs of the learner. 5. To provide a personal and confidential welfare service and mentoring to our residential learners. 6. To promote the Learner Services' welfare team on an internal basis and establish working with relationships with tutors on the needs of the residential learners. 7. To be aware of child protection legislation and operate within the set guidelines. 8. In liaison with the Grŵp Enrichment Officer and Hostel Co-ordinator, plan activities, leisure and social programme for the Glanrafon Hostel residents both on and off site. 9. Ensure all risk assessments and health and safety matters are considered and documented for every activity both on and off site. 10. Familiarise and liaise with local, regional and national organisations and associations to provide opportunities for the residents e.g. Urdd, Young Farmers, local sports clubs etc.	

11. Arrange and book suitable venues for visits and activities.
12. Ensure all equipment used by residents on the programme is fit for purpose including all lease equipment.
13. Process registrations and payments in accordance with the College procedures.
14. To organise suitable transport for all off site activities.
15. To evaluate and develop an effective programme of events.
16. Facilitate an introduction and induction to the Hostel, its policies and procedures.
17. Prepare information packs for residents and parents/guardians ensuring that documents are current and relevant.
18. Responding to enquiries/matters arising related to the Hostel and/or the residents.
19. Supervising the learners during the evening meal.
20. To assist the Learner Services Manager to hold focus groups.
21. Any other work commensurate with the grade as may be necessary to meet changes in demand.
22. To support processes that ensure residents adhere to the learner code of conduct.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Qualification in youth work, sports or coaching	X		Application form / Interview
First Aid qualification	X		Application form / Interview
Health and Safety qualification		X	Application form / Interview
Knowledge and experience			
Experience of working with young people aged 16 to 20	X		Application form / Interview
Proven experience of motivating and engaging young people	X		Application form / Interview
Proven experience of being proactive in a working environment	X		Application form / Interview
Ability to maintain confidentiality at all times	X		Application form / Interview
Skills and attributes			
Excellent interpersonal and communication skills	X		Application form / Interview
Competent user of ICT, email and social media	X		Application form / Interview

Excellent organisational skills	X		Application form / Interview
Experience of using Google software including gmail		X	Application form / Interview
Valid Mini Bus Driving Licence		X	Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Commitment to further and continuous Personal and Professional Development	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	26 hours per week		
Working weeks	36 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.