

Disgrifiad swydd: CYNORTHWYDD CEFNOGI DYSGU

Maes rhaglen / Adran	Grŵp ALN, Gwasanaethau Academaidd
Prif safle	Llangefni
Cyflog	£11,625.81 y flwyddyn Cymorth Busnes, Gradd 1, Pwynt 14
Math o contract	Parhaol
Telerau contract	Tymor yn unig
Adrodd i	Dirprwy Reolwr ADY a Chyd-lynydd Cefnogi Dysgu (o ddydd i ddydd)

Pwrrpas swydd

Cefnogi dysgwyr i'w galluogi i wneud y gorau o'u potensial ac unrhyw gyfleoedd dysgu a gynigir iddynt. Cefnogi a chynorthwyo staff addysgu gyda gofal academaidd, cymdeithasol a bugeiliol dysgwyr.

Byddwch yn gweithio'n agos gydag amrywiaeth o diwtoriaid coleg, yn arbenigwyr pwnc ac yn arbenigwyr Cefnogi dysgu a dysgwyr. Rhoddir pob anogaeth i ddangos menter ac i weithio fel rhan o dîm. Bydd disgwyl cymryd rhan mewn gweithgareddau hyfforddi staff perthnasol a datblygu'r sgiliau angenrheidiol i fod mor effeithiol â phosibl yn y rôl hon.

Bydd disgwyl i Gynorthwywyr Cefnogi Dysgu gyflawni eu dyletswyddau yn unol â Chanllawiau Cynorthwywyr Cefnogi Dysgu Grŵp Llandrillo Menai ac o fewn System Ansawdd y Coleg. Bydd dyletswyddau'n amrywio yn ôl angen y myfyriwr(myfyrwr), ond gallent gynnwys unrhyw un neu bob un o'r prif ddyletswyddau a chyfrifoldebau a amlinellir isod.

Prif ddyletswyddau a chyfrifoldebau

1. Hwyluso a hyrwyddo integreiddio/cynnwys myfyrwyr o fewn y grŵp cyfoedion, yn gymdeithasol ac o ran dysgu pwnc.
2. Cynorthwyo i gynnal disgyblaeth dda ac atgyfnerthu gwerthoedd y Coleg.
3. Meithrin perthynas waith dda gyda'r tiwtor pwnc.
4. Rhoi cymorth i'r tiwtor pwnc gyda threfnu, datblygu a pharatoi deunyddiau dysgu, tasgau myfyrwyr ac aseiniadau.
5. Rhoi cymorth i'r tiwtor pwnc yn yr asesiadau a chofnodi cynnydd dysgwyr e.e. cynlluniau datblygu unigol a/neu weithredu, adolygiadau ac eDrac.
6. Cefnogi dysgwyr yn ystod gweithgareddau dysgu ac egluro/atgyfnerthu cyfarwyddiadau tiwtor e.e. darllen cwestiynau, tasgau, terfynau amser a osodwyd a gweithgareddau gwaith grŵp.
7. Darparu adborth adeiladol i ddysgwyr mewn perthynas â thargedau.
8. Mynychu cyfarfodydd perthnasol gyda thiwtoriaid pwnc a thimau cefnogi.
9. Darparu cymorth symudedd i fyfyrwr(wyr) o amgylch campws y Coleg yn ogystal ag ar ymweliadau addysgol.
10. Helpu myfyriwr(wyr) i ddefnyddio lifftiau, rampiau ac ati pan a lle bo angen.
11. Myfyriwr(myfyrwr) sy'n mynd gyda nhw yn ôl yr angen yn ystod sesiwn heb ei hamserlennu.
12. Cynorthwyo ag anghenion lles dysgwyr, lle bo angen.
13. Helpu myfyriwr(myfyrwr) i ddefnyddio offer arbenigol.
14. Helpu dysgwyr i/o'u cludiant a mynd gyda nhw i ddosbarthiadau, lle bo angen.
15. Gweithredu fel amanuensis (darllenydd/awdur) pan fo angen gan gynnwys arholiadau.
16. Helpu i gadw cofnodion myfyrwyr.
17. Annog a chefnogi datblygiad sgiliau Llythrennedd a Rhifedd a, lle bo angen, mynd gydag ef i ganolfannau astudio.

18. Helpu myfyriwr(wyr) ag anghenion gofal personol

Dyletswyddau Eraill

1. Cynorthwyo fel cydweithiwr “cyfaill” ar gyfer staff newydd os oes angen.
2. Adnabod anghenion datblygiad personol ac ymgymryd â datblygiad proffesiynol parhaus yn unol â gofynion y swydd.
3. Cyflawni pob dyletswydd gan roi ystyriaeth lawn i Weithdrefnau Iechyd a Diogelwch a Chyfle Cyfartal.
4. Gweithio yn unol â gwerthoedd y Grŵp a Safonau Proffesiynol CGA.
5. Rhwydweithio gydag asiantaethau allanol a chadw i fyny â datblygiadau o fewn y ddarpariaeth cymorth ar gyfer dysgu.
6. Cydymffurfio ag unrhyw gais rhesymol gan reolwr i wneud gwaith o natur a lefel debyg nad yw wedi’i nodi uchod ac y gellir ei ddisgwyl yn rhesymol yn unol â Diben y Swydd.

Manyleb person	Hanfodol	Dymunol	Dull asesu
Cymwysterau			
Cymwysterau Lefel 2 o leiaf i gynnwys Llythrennedd a Rhifedd.	X		Ffurflen gais
Cymhwyster Cefnogi Sgiliau Sylfaenol.		X	Ffurflen gais
Lefel 2 Cefnogi Oedolion a Phobl Ifanc ag Anghenion Dysgu Ychwanegol neu ymrwymiad i gyflawni o fewn 12 mis	X		Ffurflen gais
Gwybodaeth a phrofiad			
Profiad o gefnogi unigolion	X		Ffurflen Gais a Chyfweliad
Profiad o ddarparu cefnogaeth / hyfforddiant neu addysgu		X	Ffurflen gais
Sgiliau a phriodoleddau			
Arddangos agwedd broffesiynol, diplomyddiaeth a y gallu i ymdopi â sefyllfaoedd anodd	X		Ffurflen Gais a Chyfweliad
Sgiliau rhyngpersonol ardderchog gyda'r gallu i sefydlu perthynas waith effeithiol gydag a ystod eang o bobl	X		Ffurflen Gais a Chyfweliad
Gallu ymdopi â dysgwyr y gall eu hymddygiad fod yn heriol ar adegau.	X		Ffurflen Gais a Chyfweliad
Sgiliau llafar ac ysgrifenedig da	X		Ffurflen gais
Yn gymwys gan ddefnyddio ystod eang o TG gan gynnwys Google Suite o gymwysiadau, Word, Excel yn ogystal â gwybodaeth am offer hygyrchedd ar gael	X		Ffurflen gais

Hyblyg a chyflym i addasu i amgylchiadau newydd a chyfnewidiol	X		Ffurflen gais
Cymhwyster Cymorth Cyntaf		X	Ffurflen gais
Gofynion ychwanegol			
Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl	X		Ffurflen gais
Sgiliau Cymraeg			
Dealltwriaeth Gymreig	Canolradd		Cyfweliad
Siarad Cymraeg	Canolradd		Cyfweliad
Llythrennedd Cymraeg	Canolradd		Cyfweliad
Gofynion gorfodol			
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg (CGA) 2015 mae’n ofyniad statudol bod unigolion yn cofrestru gyda CGA cyn dechrau cyflogaeth gyda’r Grŵp. Mae'r Grŵp wedi ymrwymo i Ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Bydd yn ofynnol i unigolion gwblhau Datgeliad Manwl gyda’r Gwasanaeth Datgelu a Gwahardd yn unol â Deddf Adsefydlu Troseddwyr 1974 i ganfod eu haddasrwydd i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth tanysgrifio diweddarau’r DBS yn cael eu derbyn yn unol â’r canllawiau a ddarperir -https://www.gov.uk/dbs-update-service. O dan adran 8 o Ddeddf Lloches a Mewnfudo 1986 mae’n ofynnol yn ôl y gyfraith i unigolion ddarparu tystiolaeth ddogfennol yn cadarnhau eu cymhwysedd i weithio yn y Deyrnas Unedig.			
Crynodeb o'r telerau ac amodau			
Oriau gweithio	22.75 awr yr wythnos		
Wythnosau gwaith	34 wythnosau y flwyddyn		
Gwyliau blynyddol	• 28 diwrnod o wyliau y flwyddyn (01 Medi i 31 Awst). • Pob gwyliau cyhoeddus a arsylwir fel arfer, a bennir yn flynyddol. • Hyd at 5 diwrnod o ddiwrnodau cau effeithlonrwydd y flwyddyn, a bennir yn flynyddol. • Bydd contractau rhan amser yn derbyn hawl pro rata i'r uchod. • Bydd contractau Amser Tymor yn derbyn hawl pro rata i'r uchod a delir fel rhan o'r cyflog blynyddol.		
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpmember.org/)		
Teithio	Mae’r trefniadau i ad-dalu gweithwyr sy’n mynd i gostau ychwanegol wrth gyflawni eu dyletswyddau swyddogol ar ran y Grŵp wedi’u hamlinellu yn y Polisi Teithio, Cynhaliath ac Adleoli. Bydd yn ofynnol i ymgeiswyr llwyddiannus lenwi Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd pan gânt eu penodi (os yn berthnasol). Rhaid darparu copïau o dystysgrifau yswiriant i Adran Gyllid y Grŵp yn flynyddol gan bob gweithiwr sy’n hawlio costau milltiredd am ddefnyddio eu car eu hunain i gadarnhau bod yswiriant “Defnydd Busnes” yn ei le.		
Sgrinio iechyd	Nid yw'r swydd hon yn destun unrhyw sgrinio iechyd		

Job description: LEARNING SUPPORT ASSISTANT	
Programme area / Department	Grŵp ALN, Academic Services
Main site	Llangefni
Salary	£11,625.81 per annum Business Support, Grade 1, Point 14
Contract type	Permanent
Contract terms	Term time
Reporting to	Deputy ALN Manager and Learning Support Co-ordinator (day to day)
Job purpose	
To support learners to enable them to make the most of their potential and any learning opportunities offered to them. To support and assist teaching staff in the academic, social and pastoral care of learners. You will work closely with a range of college tutors, both subject specialists and learning support specialists and learners. Every encouragement will be given to demonstrate initiative and to work as part of a team. There will be an expectation to participate in relevant staff training activities and to develop the skills necessary to be as effective as possible in this role. Learning support Assistants will be expected to carry out their duties in accordance with Grŵp Llandrillo Menai Learning Support Assistants' Guidelines and within the College Quality System. Duties will vary according to the student(s') need, but could include any or all of the main duties and responsibilities outlined below.	
Main duties and responsibilities	
1. Facilitate and promote student integration/inclusion within the peer group, both socially and with regard to subject learning. 2. To assist in maintaining good discipline and reinforce College values. 3. Foster good working relationships with the subject tutor. 4. Provide assistance to the subject tutor in the organisation, development and preparation of learning materials, student tasks and assignments. 5. Provide assistance to the subject tutor in the assessments and the recording of learners' progress e.g. individual development and/or action plans, reviews and eDrac. 6. To support learners during learning activities and explain/reinforce tutor instructions e.g. read questions, tasks, deadlines set and group work activities. 7. Provide constructive feedback to learners in relation to targets. 8. Attend relevant meetings with subject tutors and support teams. 9. Provide mobility assistance to student(s) around the College campus as well as on educational visits. 10. Help student(s) to use lifts, ramps etc. when and where necessary. 11. Accompanying student(s) as required during non-timetabled session. 12. Assist with learner welfare needs, where required. 13. Helping student(s) to use specialist equipment. 14. Helping learners(s) to/from their transport and accompany into classes, where required. 15. To act as an amanuensis (reader/writer) when necessary to include exams. 16. Help maintain student records.	

17. To encourage and support the development of Literacy & Numeracy skills and, where necessary, accompany to study centres.
18. Help student(s) with personal care needs

Other Duties

1. Assist as a “buddy” colleague for new staff if required.
2. Identify personal development needs and undertake continuous professional development in line with the demands of the post.
3. Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities.
4. Work in accordance with Grwp values and EWC Professional Standards.
5. Network with external agencies and keep abreast of developments within the provision of support for learning.
6. Comply with any reasonable request from a manager to undertake work of a similar nature and level that is not specified above and which can be reasonably expected in line with the Job Purpose.

Person specification	Essential	Desirable	Assessment method
Qualifications			
At least Level 2 qualifications to include Literacy & Numeracy.	x		Application form
Basic Skills Support qualification.		X	Application form
Level 2 Support Adults and Young People with Additional Learning Needs or a commitment to achieve within 12 months	x		Application form
Knowledge and experience			
Experience of supporting individuals	X		Application form & Interview
Experience of providing support / training or teaching		x	Application form
Skills and attributes			
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations	X		Application form & Interview
Excellent interpersonal skills with the ability to establish effective working relationships with a wide range of people	x		Application form & Interview
Able to cope with learners whose behaviour at times may be challenging.	x		Application form & Interview
Good oral and written skills	x		Application form
Competent using a wide range of IT including Google Suite of applications, Word, Excel as well as having knowledge of accessibility tools available	x		Application form

Flexible and quick to adapt to new and changing circumstances	x		Application form
First Aid Qualification		x	Application form
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form
Welsh language skills			
Welsh Understanding	Intermediate		Interview
Welsh Speaking	Intermediate		Interview
Welsh Literacy	Intermediate		Interview
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	22.75 hours per week		
Working weeks	34 weeks per year		
Annual leave	28 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	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	This post is not subject to any health screening		