

### Swydd Ddisgrifiad:

#### CYNORTHWY - YDD CEFNOGI DYSGU

|                             |                                                |
|-----------------------------|------------------------------------------------|
| <b>Maes Rhaglen / Adran</b> | <u>Adran Sgiliau Byw yn Annibynnol</u>         |
| <b>Prif Safle</b>           | Llandrillo-Yn-Rhos                             |
| <b>Cyflog</b>               | £12.94 Yr Awr (i gynnwys tâl gwyliau)          |
| <b>Y Math o Gontract</b>    | Rhan Amser Talu Wrth Yr Awr                    |
| <b>Telerau'r Contract</b>   | Tymor Yn Unig – 30 Awr x 35 Wythnos Y Flwyddyn |
| <b>Yn atebol i</b>          |                                                |

#### Pwrrpas y Swydd

O fewn y Meysydd Rhaglen Byw'n Annibynnol, bydd angen i'r person llwyddiannus fod yn frwdfrydig ac yn hyblyg i gefnogi dysgwyr o fewn ystod o sgiliau bywyd a gwaith, megis e.e. coginio, sgiliau byw bob dydd, garddio, llythrennedd, rhifedd, TG, sgiliau dinasyddiaeth, datblygiad personol a chymdeithasol ac yn gweithio yn Cyn Mynediad - Lefel 1.

#### Pwrrpas Swydd:

Gweithio ochr yn ochr â darlithwyr a hyfforddwyr yn yr ystafell ddosbarth.

Helpu myfyrwyr i gael yr elw mwyaf posib o'u dysgu.

#### Prif Ddyletswyddau a Chyfrifoldebau

##### Cefnogaeth Generig

1. Yn ymgymryd ag a/neu yn Cynorthwyo yn ystod y broses Asesu Cychwynnol.
2. Yn cynorthwyo dysgwyr ag Anghenion Dysgu Ychwanegol (ALN) gyda gofynion cludiant.
3. Cymryd rhan yn ystod y Cyflwyniadau Cefnogi Dysgu.
4. Hybu dysgwyr i gael mynediad i'r Canolfannau Dysgu am gymorth ac arweiniad pellach gan yr Arweinydd Tîm Cefnogi Dysgu. H.y., cyfeiriad i weld y tiwtor Cefnogi Dysgu a/neu'r Anogwr Dysgu.
5. Yn symleiddio/ rhannu gwaith yn dameidiau hawdd eu trin ar gyfer dysgwyr.
6. Yn cefnogi anghenion sgiliau sylfaenol
7. Yn cymryd nodiadau ar sesiynau ac yn llunio ffeil cwrs er mwyn cefnogi unrhyw ddysgwr oedd yn absennol neu angen cefnogaeth ychwanegol. (Mae hyn hefyd yn darparu gwybodaeth cwrs i'r Arweinydd Tîm Cefnogi Dysgu a/neu Anogwr Dysgu).
8. Mewn cydweithrediad gyda'r Tiwtoriaid Cefnogi Dysgu a Chwrs yn nodi dysgwyr sydd heb gwblhau Asesiad Cychwynnol.
9. Yn mynychu cyfarfodydd tîm MRH a CD.

##### Cynorthwyo Darlithwyr, Hyfforddwyr a/neu Aseswyr

1. Yn helpu cadw disgyblaeth dda ac yn cadarnhau Gwerthoedd Coleg.
2. Cynorthwyo i baratoi a chynnal ac chadw ystafelloedd addysgu (lle bo angen).
3. Yn helpu gydag adnoddau a chofnodion addysgu
4. Yn dosbarthu unrhyw daflenni gwaith/ taflenni gwybodaeth i ddysgwyr

5. Yn gwneud unrhyw lungopïo ychwanegol sy'n ofynnol.
6. Yn arsylwi ar a rhoi gwybod am gyfranogiad/perfformiad dysgwyr.

### Cefnogi Dysgwyr

1. Yn darparu cefnogaeth bersonol (lle'n ofynnol).
2. Yn sefydlu a chynnal perthynas gyda dysgwyr a/neu grwpiau unigol.
3. Yn cefnogi dysgwyr yn ystod gweithgareddau dysgu.
4. Yn esbonio/atgyfnerthu cyfarwyddiadau tiwtoriaid ystafell ddosbarth. E.e., darllen allan cwestiynau, tasgau, dyddiadau cau a osodwyd, gweithgareddau gwaith grŵp ac ati
5. Yn gweithredu fel ysgrifennydd (darllenwr/ ysgrifennwr) lle bo angen mewn arholiadau ar gyfer dysgwyr ag Anghenion Dysgu Ychwanegol.
6. Yn cadw cofnodion cywir i gefnogaeth a ddarparwyd i ddysgwyr (papur neu Bas Data Cefnogi Dysgu)
7. Yn cyd-gysylltu â'r Arweinydd Cefnogi Dysgu ynglŷn ag unrhyw gyfnodau o leoliad gwaith, wythnosau adolygu, ymweliadau addysgol a gynlluniwyd ac ati

### Profiad Dysgwr Ehangach

1. Yn hebrwng dysgwyr i'r Llyfrgell, Caffi ac ati (lle bo angen).
2. Yn helpu a chyfeirio dysgwyr lle bo angen at wasanaethau cefnogi eraill. Yn nodi dysgwyr mewn cydweithrediad gyda thiwtoriaid cwrs ac Arweinwyr Tîm Cefnogi Dysgu a fyddai yn elwa o gefnogaeth ychwanegol h.y., Anogwr Dysgu, Tiwtor Cefnogi Dysgu, Cefnogaeth Cyngori ac ati
3. Yn annog dysgwyr i fod yn fwy annibynnol.
4. Yn hwyluso cwblhau arolwg Gwerthusiad Cefnogi Dysgu.

| Manyleb Deiliad y Swydd                                                                                                           | Hanfodol | Dymunol | Dull Asesu                |
|-----------------------------------------------------------------------------------------------------------------------------------|----------|---------|---------------------------|
| <b>Cymwysterau</b>                                                                                                                |          |         |                           |
| Cymhwyster Lefel 2 yn y gofynion gofal, cymorth o ddysgwyr sydd ag anghenion dysgu ychwanegol e.e. QCF, STL, HSC, CYP, CACHE/BTEC | X        |         | Ffurflen Gais / Cyfweliad |
| <b>Gwybodaeth a Phrofiad</b>                                                                                                      |          |         |                           |
| Dealltwriaeth o ofynion cymorth dysgwyr sydd ag anableddau neu Anghenion Dysgu Ychwanegol                                         | X        |         | Ffurflen Gais / Cyfweliad |
| Profiad o gefnogi dysgwyr ag Anghenion Dysgu Ychwanegol                                                                           |          | X       | Ffurflen Gais / Cyfweliad |
| <b>Sgiliau a Phriodweddau</b>                                                                                                     |          |         |                           |
| Sgiliau TG da                                                                                                                     | X        |         | Ffurflen Gais / Cyfweliad |

|                                                                                                                                                                                                                                                                                                      |                     |   |                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---|-------------------------------|
| Gallu i gymryd rhan yn ochr ymarferol y cwricwlwm SBA, gan gynnwys chwaraeon ymarferol (Kwik Cricket, rygbi tag, Bocchia, Yoga), coginio ymarferol a gweithgareddau dysgu awyr agored e.e. teithiau cerdded byr lleol                                                                                | X                   |   | Ffurflen Gais / Cyfweliad     |
| Gallu cydweithio gyda phob parti perthnasol                                                                                                                                                                                                                                                          | X                   |   | Ffurflen Gais / Cyfweliad     |
| Gallu meithrin perthynas gyda dysgwyr sy'n seiliedig ar ymddiriedaeth a pharch ar y ddwy ochr.                                                                                                                                                                                                       | X                   |   | Ffurflen Gais / Cyfweliad     |
| Gallu cynnal ymddiriedaeth a hyder y cyhoedd yn y proffesiwn addysg                                                                                                                                                                                                                                  | X                   |   | Ffurflen Gais / Cyfweliad     |
| Gallu i ymgymryd gyda rwtinau gofal personol gyda phobl ifanc gydag anableddau dysgu difrifol.                                                                                                                                                                                                       |                     | 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>                                                                                                                                                                                                                                                                     | Cwrteisi leithyddol |   | Asesiadau ar-lein / Cyfweliad |
| <b>Yn siarad Cymraeg</b>                                                                                                                                                                                                                                                                             | Cwrteisi leithyddol |   | Asesiadau ar-lein / Cyfweliad |
| <b>Llythrennedd Cymraeg</b>                                                                                                                                                                                                                                                                          | Cwrteisi leithyddol |   | Asesiadau ar-lein / Cyfweliad |
| <b>Noder os gwelwch yn dda</b> - 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.                       |                     |   |                               |
| <b>Gofynion Gorfodol</b>                                                                                                                                                                                                                                                                             |                     |   |                               |
| 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**

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Oriau Gwaith</b>       | 30 AWR YR WYTHNOS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Wythnos Waith</b>      | 35 WYTHNOS Y FLWYDDYN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Gwyliau Blynnyddol</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 blynnyddol.</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, 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>     |
| <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 Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Programme area / Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Independent Living Skills Department                     |
| <b>Main site</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Rhos on Sea                                              |
| <b>Salary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | £12.94 per hour inclusive of holiday pay                 |
| <b>Contract type</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Part Time Hourly Paid (Temporary sickness absence cover) |
| <b>Contract terms</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Term Time – 30 hours x 35 weeks per year                 |
| <b>Reporting to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Programme Area Manager                                   |
| <b>Job purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |
| <p><b><u>Independent Living Skills Department –</u></b></p> <p>Within the Independent Living programme areas, the successful person will need to be enthusiastic and flexible to support the learners within a range of life and work skills such as e.g. cooking, everyday living skills, gardening, literacy, numeracy, IT, citizenship, personal and social development and work skills at Pre Entry – level 1.</p> <p>There may be a need to support learners during breaks and lunch and with practical and physical difficulties if and when required.</p> <ul style="list-style-type: none"> <li>• To work alongside lecturers and instructors in the classroom.</li> <li>• To help students get the most out of their learning.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |
| <b>Main duties and responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          |
| <p><b>Generic Support</b></p> <ol style="list-style-type: none"> <li>1. Undertakes and/or Assists during Initial Assessment process.</li> <li>2. Assists ALN learners with transportation requirements.</li> <li>3. To participate during the Learning Support Inductions.</li> <li>4. To promote learners to access the Learning Centres for further support guidance from Learning Support Team Leader. i.e., referral to see Learning Support tutor and/or Learning Coach.</li> <li>5. Simplifies / breaks work into manageable chunks for learners.</li> <li>6. Supports basic skills needs</li> <li>7. Takes notes on sessions and compiles course file in order to support any learners who may have been absent or require further support. (This also provides course information to the Learning Support Team Leader and/or Learning Coach).</li> <li>8. In conjunction with Learning Support and Course Tutors identifies learners who have not completed IA.</li> <li>9. Attends PA and LS team meetings.</li> </ol> <p><b>Assisting Lecturers, Instructors and/or Assessors</b></p> <ol style="list-style-type: none"> <li>1. Helps maintain good discipline and reinforces College Values.</li> <li>2. Assists in preparing and maintaining teaching rooms (where necessary).</li> <li>3. Helps with teaching resources and records.</li> <li>4. Distributes any worksheets/ information sheets to learners.</li> <li>5. Undertakes any additional photocopying that is required.</li> <li>6. Observes and reports on learners' participation/performance.</li> </ol> |                                                          |

### Supporting Learners

1. Provides personal support (where required).
2. Establishes and maintains relationships with individual learners and/or groups.
3. Supports learners during learning activities.
4. Explains/reinforces classroom tutors instructions. e.g., reads out questions, tasks, deadlines set, group work activities etc.
5. Acts as amanuensis (reader / writer) where necessary in examinations for learners with Additional Learning Needs.
6. Keeps accurate records of support provided to learners (paper or Learning Support Database)
7. Liaises with Learning Support Team Leader regarding any periods of work placement, review weeks, educational visits planned, etc.

### Wider Learner Experience

1. Accompanies learners to Library, Café, etc. (where necessary).
2. Helps and refers learners where necessary to other support services. Identifies learners in conjunction with course tutors and Learning Support Team Leaders who would benefit from additional support. i.e., Learning Coach, Learning Support Tutor, Counselling support etc.
3. Encourages greater independence of the learners.
4. Facilitates the completion of the Learning Support Evaluation survey.

| Person specification                                                                                                                   | Essential | Desirable | Assessment method            |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------------------|
| <b>Qualifications</b>                                                                                                                  |           |           |                              |
| Level 2 qualification in the care, support requirements of learners with Additional Learning needs e.g. QCF, STL, HSC, CYP, CACHE/BTEC | X         |           | Application form / Interview |
| <b>Knowledge and experience</b>                                                                                                        |           |           |                              |
| Have an understanding of the support requirements of learners with Additional Learning Needs                                           | X         |           | Application form / Interview |
| Experience of supporting learners with Additional Learning Needs                                                                       |           | X         | Application form / Interview |
| <b>Skills and attributes</b>                                                                                                           |           |           |                              |
| Good IT skills                                                                                                                         | X         |           | Application form / Interview |
| Ability to participate in the practical side of the ILS                                                                                | X         |           | Application form/ Interview  |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------|------------------------------|
| curriculum, including practical sport (kwik cricket, tag rugby, Bocchia, yoga), practical cookery and outdoor learning activities e.g., short local walks                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                                |                              |
| Ability to work in a collaborative manner with all interested parties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | X                   |                                | Application form/ Interview  |
| Ability to work their relationship with learners on mutual trust and respect                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | X                   |                                | Application form/ Interview  |
| Ability to uphold public trust and confidence in the education profession                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | X                   |                                | Application form/ Interview  |
| Have regards for the safety and wellbeing of learners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | X                   |                                | Application form/ Interview  |
| The ability to undertake personal care routines with young people with severe learning disabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     | 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Linguistic courtesy | On-line assessment / Interview |                              |
| <b>Welsh Speaking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Linguistic courtesy | On-line assessment / Interview |                              |
| <b>Welsh Literacy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Linguistic courtesy | On-line assessment / 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                                |                              |
| 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 - <a href="https://www.gov.uk/db-update-service">https://www.gov.uk/db-update-service</a> . |                     |                                |                              |

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>    | 30 hours per week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Working weeks</b>    | 35 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |