

Swydd Ddisgrifiad: Darlithydd - Celf a Dylunio	
Maes Rhaglen / Adran	Cyfrifiadura a Diwydiannau Creadigol
Prif safle	Campws Llandrillo-yn-Rhos
Cyflog	£16,151 - £24,967 Pwynt MG1 - UG3
Y math o gontract	Parhaol
Telerau'r contract	Rhan Amser (18.5 awr yr wythnos)
YN ATEBOL I:	Rheolwr Maes Rhaglen

Pwrpas y Swydd

Bydd yr ymgeisydd llwyddiannus yn ymuno ag adran sy'n gweithredu ar y lefel uchaf yng Ngholeg Llandrillo, rhan o Grŵp Llandrillo Menai. Mae Celf a Dylunio yn rhan o Faes Rhaglen Cyfrifiadura a'r Diwydiannau Creadigol yn y coleg. Yn y lle cyntaf bydd y rôl yn cynnwys gwaith addysgu rhaglenni Lefel-A Celf a Dylunio ac yn cynnwys hefyd cyfraniad at y ddarpariaeth ran-amser i oedolion a'r cyrsiau galwedigaethol yn ddibynol ar sgiliau a phrofiad yr ymgeisydd llwyddiannus.

Ar hyn o bryd rydym yn gweithio ar gampws Llandrillo-yn-Rhos gyda pheth addysgu Lefel-A yn digwydd ar ein campws yn y Rhyl. Byddwch yn ymuno â thîm sy'n gwneud pob ymdrech i gynnig addysgu o safon, a chynnig cyfleoedd ardderchog i ddysgu, er mwyn galluogi pob myfyriwr i gyflawni hyd eithaf eu gallu.

Prif Ddyletswyddau a Chyfrifoldebau:

A: Asesu Anghenion Dysgwyr

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

B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu

- B1. Nodi deilliannau 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 rhifedd a llythrennedd / sgiliau hanfodol yn cael eu hymgorffori yn y rhaglen ddysgu yn ôl y galw
- B3. Cynllunio ar gyfer anghenion ieithyddol y grŵp myfyrwyr er mwyn sicrhau bod myfyrwyr yn gallu defnyddio'u dewis iaith (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 sy'n 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 dysgu lle y bo modd
- C4. Dynodi 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 fel y bo'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 chyrrff allanol yn ôl y galw
- C10. Trefnu a goruchwyllo lleoliadau profiad gwaith i ddysgwyr gan ddilyn y trefniadau y cytunwyd arnynt, yn cynnwys ymweliadau a gweithgareddau preswyl lle bo hynny'n briodol
- C11. Cydymffurfio â systemau gwybodaeth reoli'r coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser iawn ar y ffurf a gytunwyd
- C12. Cyfrannu at holl systemau perthnasol y coleg o ran sicrhau ansawdd a gweithdrefnau rheoli mewnol ac allanol
- C13. Cymryd rhan mewn prosesau hunanasesu gan gynnwys gwerthuso modiwlau a chysiau

D: Darparu cefnogaeth i ddysgwyr

- D1. Cyfrannu at lunio gweithdrefnau cynefino a chyflwyno dysgwyr yn effeithiol i'r sefydliad
- D2. Sicrhau bod dysgwyr yn gwybod am wasanaethau cefnogi a chynghori priodol a'u bod yn eu defnyddio
- D3. Cynnal systemau tiwtorial yn unol â chanllawiau'r coleg
- D4. Darparu cyngor, arweiniad, sesiynau cynefino, gwasanaeth bugeiliol a chefnogaeth academiaidd, a chyfeirio at lwybrau cefnogaeth addas fel y bo'n briodol

E: Asesu canlyniadau dysgu a chyflawniadau 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 y dysgwyr yn cael adborth ysgrifenedig a llafar sy'n glir ac 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

- F 1. Gwerthuso 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 Eraill

- G1. Ymgymryd â rôl Tiwtor Personol, Arweinydd Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd neu Gydlynnydd Cwricwlwm
G2. Goruchwyllo arholiadau neu asesiadau'n ôl y galw

H: Cyfrifoldebau Cyffredinol

- H1. Cydymffurfio â pholisi'r Grŵp ar Ddiogelwch, Iechyd a'r Amgylchedd er mwyn cynnal amgylchedd gweithio a dysgu diogel
H2. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais y rheolwr llinell, yr Uwch Gyfarwyddwr neu'r Prif Weithredwr.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull asesu
Cymwysterau			
Gradd neu gymhwyster cyfwerth mewn maes perthnasol.	X		Ffurflen Gais / Cyfweliad
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn dwy flynedd i'r penodiad.	X		Ffurflen Gais / Cyfweliad
Gradd uwch mewn maes perthnasol.		X	Ffurflen Gais / Cyfweliad
Yn meddu ar neu'n barod i ennill cymhwyster Lefel 3 mewn Cefnogi Sgiliau Hanfodol.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad			
Dealltwriaeth o ddysgwyr amrywiol, ac ymrwymiad i gyfle cyfartal.	X		Ffurflen Gais / Cyfweliad
Profiad/gallu i gyflwyno cymwysterau UAL Celf a Dylunio		X	Ffurflen Gais / Cyfweliad
Profiad/gallu i addysgu cymhwyster CBAC Lefel-A Celf a Dylunio		X	Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd Addysg Bellach/Addysg Uwch.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad o ddefnyddio technoleg dysgu.		X	Ffurflen Gais / Cyfweliad

Sgiliau a phriodoledau			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu, sgiliau rhyngbersonol a sgiliau cyfathrebu cadarn.	X		Ffurflen Gais / Cyfweliad
Hyblygrwydd a sgiliau gweithio mewn tîm.	X		Ffurflen Gais / Cyfweliad
Y gallu i addysgu'n ddwyieithog (Cymraeg/Saesneg)		X	Ffurflen Gais / Cyfweliad
Y gallu i addysgu unrhyw un o'r isod: Ceramig, Graffeg, Tecstilau, Gwneud Printiadau.	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfrannu at yr addysgu ar gyrsiau AB eraill e.e. Y Cyfryngau, Celf Cyfrifiadura.		X	Ffurflen Gais / Cyfweliad
Gofynion ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i werthoedd y Grŵp.	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	Cwrteisi ieithyddol		Ffurflen Gais / Cyfweliad
Gallu i siarad Cymraeg	Cwrteisi ieithyddol		Ffurflen Gais / Cyfweliad
Llythrennedd Cymraeg	Cwrteisi ieithyddol		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 lechyd a Lles plant, pobl ifanc ac oedolion sy'n agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy 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 DBS trwy wasanaeth diweddarau'r DBS 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	18.5 awr yr wythnos. 417.5 awr o oriau addysgu blyneddol - 12 i 13 o oriau addysgu bob wythnos, Hyd at 2.5 awr yr wythnos o weithio oddi ar y safle i'w gytuno â'r rheolwr.
Wythnosau gwaith	52 wythnos y flwyddyn
Gwyliau blyneddol	• 46 diwrnod y flwyddyn o wyliau. • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynneddol. • Hyd at 5 diwrnod effeithlonrwydd bob blwyddyn, i'w pennu'n flynneddol. • 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 blyneddol.
Pensiwn	Asiantaeth Pensiynau Athrawon (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 tystysgrifau 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.

Job description: Lecturer - Art & Design	
Programme area / Department	Computing & Creative Industries
Main site	Rhos Campus
Salary	£16,151 - £24,967 Point MG1 – UG3
Contract type	Permanent
Contract terms	Part Time (18.5 hours per week)
Reporting to	Programme Area Manager
Job purpose	
The successful applicant will be joining a high performing department within Coleg Llandrillo, part of Grŵp Llandrillo Menai. Art & Design is part of the wider Computing and Creative Industries Programme Area at the college. The role will initially involve teaching across the UAL vocational and A-level Art & Design programmes with a view to also contributing to our part-time provision for adults and wider vocational offer depending on the skills and experiences of the successful candidate. We are currently, primarily based at the college's Rhos-on-Sea campus with some A-level teaching also taking place at our Rhyl campus. You would be joining a team who strive to provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.	
Main duties and responsibilities	
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			
Degree or equivalent qualification in a related area.	X		Application form / Interview
Teaching qualification or willingness to gain within two years of appointment.	X		Application form / Interview
A higher degree in a relevant area.		X	Application form / Interview
In possession of or willingness to obtain the Level 3 Supporting Essential Skills Qualification.		X	Application form / Interview
Knowledge and experience			
Empathy with diverse learners and commitment to equal opportunities.	X		Application form / Interview
Experience/ability to deliver UAL Art & Design qualifications		X	Application form / Interview
Experience/ability to deliver WJEC A-level Art & Design qualifications		X	Application form / Interview
Experience of working within an FE/HE environment.		X	Application form / Interview
Knowledge and experience of the use of learning technology.		X	Application form / Interview
Skills and attributes			
Ability to use IT systems and applications.	X		Application form / Interview
Good organisation, interpersonal and communication skills.	X		Application form / Interview

Flexibility and team working skills.	X		Application form / Interview
Ability to deliver bilingually (Welsh / English)		X	Application form / Interview
Ability to teach any of the following: Ceramics, Graphics, Textiles, Print making.	X		Application form / Interview
Ability to contribute to teaching on other FE courses e.g. Media, Creative Computing.		X	Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Commitments to the Grŵp values.	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	Linguistic courtesy		Application form / Interview
Welsh Speaking	Linguistic courtesy		Application form / Interview
Welsh Literacy	Linguistic courtesy		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/db-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	18.5 hours per week. 417.5 hours annual teaching time – 12 to 13 hours teaching per week. Up to 2.5 hours per week working off site in agreement with manager		
Working weeks	52 weeks per year		
Annual leave	46 days leave per annum. - 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 Pensions Agency (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.