

Swydd Ddisgrifiad: Darlithydd Sgiliau Hanfodol	
Maes Rhaglen / Adran	B@ - Dysgu yn y Gweithle
Prif Safle	Llangefni/Bangor/Llanelwy/Gweithio Gartref
Cyflog	£21.83 - £33.74 yr awr gan gynnwys tâl gwyliau Pwynt MG1 – UG3 Hyd at 18.5 awr yr wythnos (Patrwm gwaith i'w gytuno yn ddibynol ar argaeledd)
Y Math o Contract	Dros dro, hyd at 31/12/2025
Telerau'r Contract	Talu fesul awr
Yn atebol i	Rheolwr Prentisiaethau a Dysgu yn y Gweithle
Pwrpas y Swydd	
1. Addysgu i safon uchel er mwyn creu cyfleoedd dysgu effeithiol ac er mwyn galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu. 2. Cynnal safonau uchel y ddarpariaeth â'r gefnogaeth a roddir i'r dysgwyr. 3. Sicrhau bod polisiau a gweithdrefnau'r Grŵp yn cael ei dilyn. 4. Cefnogi dysgwyr i lwyddo er mwyn cyflawni eu targedau neu uwch gan herio ac ymestyn ein dysgwyr. Bydd gofyn i ddeiliad y swydd gynllunio a chyflwyno sesiynau grŵp Sgiliau Hanfodol Cymru mewn Gymhwysio Rhif, Cyfathrebu a Llythrennedd Digidol o lefel Mynediad i Lefel 2. Bydd y rôl yn cynnwys cymysgedd o ddarpariaeth yn yr ystafell ddosbarth a dysgu ar-lein o bell (lle bo hynny'n bosibl).	
Prif Ddyletswyddau a Chyfrifoldebau	
A: Asesu Anghenion Y Dysgwyr A1. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig A3. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig. A5. Sicrhau bod dysgwyr yn cofrestru gyda'r coleg a chyrrff dyfarnu B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu B1. Nodi canlyniadau dysgu a pharatoi Cynlluniau Gwaith a Chynlluniau Gwersi ar gyfer rhaglenni perthnasol yn unol â gofynion cyrrff dyfarnu a chanllawiau'r Grŵp. B2. Sicrhau bod sgiliau sylfaenol (hanfodol) yn cael eu hintegreiddio i'r rhaglen ddysgu fel y bo'r angen B3. Cynllunio ar gyfer anghenion ieithyddol y grŵp myfyrwyr er mwyn caniatáu i fyfyrwyr ddefnyddio'r iaith a ddewisant (Cymraeg neu Saesneg) lle bynnag y bo modd B4. Dethol amrywiaeth o ddulliau dysgu i ddiwallu anghenion myfyrwyr C: Rheoli'r Broses Ddysgu C1. Sefydlu a chynnal amgylchedd dysgu ddiogel ac effeithiol C2. Datblygu a defnyddio amrywiaeth o dechnegau dysgu ac addysgu er mwyn annog dysgu annibynnol a hwyluso dysgu trwy brofiadau C3. Cynhyrchu a defnyddio deunyddiau dysgu priodol gan ddefnyddio technoleg gwybodaeth dysgu lle y bo modd	

- C4. Nodi a mynd i'r afael â diffyg cymhelliant a herio ymddygiad amhriodol
- C5. Gosod tasgau heriol a chytuno ar dargedau a nodau unigol gyda dysgwyr lle bo hynny'n briodol
- C6. Strwythuro sesiynau'n briodol i gadw at yr amserlen a chynnal diddordeb
- C7. Cynnal a hybu cyfathrebu effeithiol gyda, a rhwng, yr holl ddysgwyr, gan ddefnyddio technoleg briodol lle bo hynny'n berthnasol
- C8. Cynnal perthynas waith effeithiol o fewn timau'r rhaglen
- C9. Cydymffurfio â systemau gwybodaeth coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser cywir ac ar y ffurf sefydliadol y cytunwyd arno
- C10. Cyfrannu at holl systemau sicrhau ansawdd perthnasol y coleg; gweithdrefnau rheoli mewnol ac allanol
- C11. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chysiau

D: Darparu cefnogaeth i ddysgwyr

- D1. Sicrhau bod dysgwyr yn ymwybodol o wasanaethau cefnogi a chynghori priodol ac yn gwybod sut i'w defnyddio
- D3. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg

E: Asesu'r deilliannau dysgu a chyflawniadau'r dysgwyr

- E1. Cynllunio strategaethau asesu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
- E2. Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy
- E3. Sicrhau bod dysgwyr yn cael adborth ysgrifenedig a llafar, sy'n glir ac yn adeiladol, o fewn cyfnod priodol
- E4. Cadw cofnodion asesu a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, rhieni, cyflogwyr, cyrff dyfarnu

F: Ystyried a chloriannu eich perfformiad eich hun a chynllunio at y dyfodol

- F1. Cloriannu eich ymarfer eich hun mewn perthynas ag anghenion y dysgwyr a'r rhaglen
- F2. Defnyddio adborth o systemau sicrhau ansawdd i wella eich ymarfer eich hun
- F3. Sicrhau eich bod yn ymwybodol o ddatblygiadau cyfredol yn eich maes arbenigol
- F4. Cymryd rhan yn system Adolygu Perfformiad y coleg er mwyn cloriannu eich perfformiad ac adnabod anghenion datblygu
- F5. Cymryd rhan mewn datblygiad proffesiynol parhaus perthnasol

G: Cyfrifoldebau Cyfredinol

- G1. Cydymffurfio â pholisi Diogelwch, Iechyd a'r Amgylchedd Diwygiedig y Grŵp er mwyn cynnal amgylchedd gwaith ac amgylchedd addysgu diogel
- G2. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais eich rheolwr atebol, Uwch Gyfarwyddwr neu'r Prif Weithredwr

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Gradd neu gymhwyster cyfatebol mewn maes perthnasol.	X		Ffurflen Gais

Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn pedair mlynedd i'r penodiad.	X		Ffurflen Gais / Cyfweliad
Yn meddu ar neu'n barod i ennill y cymhwyster Cefnogi Sgiliau Hanfodol Lefel 3.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad galwedigaethol perthnasol mewn Mathemateg/Saesneg/Llythrennedd Digidol neu faes cysylltiedig.	X		Ffurflen Gais / Cyfweliad
Y gallu i uniaethu â gwahanol ddysgwyr, ac ymrwymiad i gyfle cyfartal	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd Addysg Bellach/Uwch.		X	Ffurflen Gais
Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu da.	X		Ffurflen Gais / Cyfweliad
Hyblygrwydd a sgiliau gweithio mewn tîm.	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl	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	Canolradd		Cyfweliad
Yn siarad Cymraeg	Canolradd		Cyfweliad
Llythrennedd Cymraeg	Canolradd		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 Troseddwy'r 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 Mewnffudo 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	Hyd at 18.5 awr yr wythnos ar gael. Cytundeb rhan amser, telir fesul awr o ddydd Llun - Gwener. Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd. Mae'r pwnc a lefel y ddarpariaeth yn seiliedig ar gymwysterau a phrofiad. Bydd canran ychwanegol o rhwng 10% - 63.33% (yn amodol ar feini prawf) yn cael ei gymhwyso i'r oriau cytundebol a weithiwyd i adlewyrchu paratoi a marcio.
Wythnosau Gweithio	Hyd at 40 wythnos y flwyddyn. Wythnosau Gwaith l'w gytuno gyda'r Rheolwr Maes Rhaglen
Gwyliau Blynnyddol	Bydd hawl i wyliau â thâl pro rata ym mhob blwyddyn academaidd (1 Medi i 31 Awst), sy'n cynnwys hawl pro-rata i 8 Gŵyl Banc a Gwyliau Cyhoeddus a welir fel arfer yng Nghymru a hawl pro-rata o hyd at 5 o wyliau effeithlonrwydd (sylwer y gall hyn newid yn flynyddol). Mae gwyliau blynnyddol yn deillio o hawl pro rata cyfwerth ag amser llawn o 46 diwrnod sydd wedi'i gynnwys yn y gyfradd fesul awr a delir.
Pensiwn	Cynllun Pensiwn 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, Cynhaliath 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: Lecturer in Essential Skills	
Programme area / Department	B@ - Work Based Learning
Main site	Llangefni/Bangor/St Asaph/Home working
Salary	£21.83 - £33.74 per hour inclusive of holiday pay Pwynt MG1 – UG3 Up to 18.5 hours per week (Work pattern to be agreed dependant on availability)
Contract type	Temporary, until 31/12/2025
Contract terms	Part Time, hourly paid
Reporting to	Apprenticeships and Work Based Learning Manager
Job purpose	
1. To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability. 2. Maintain the high standards of the provision with the support given to the learners. 3. Ensure that the Group's policies and procedures are followed. 4. Supporting learners to succeed in order to achieve their targets or higher, challenging and stretching our learners. The post holder will be required to plan and deliver Essential Skills Wales group sessions in Application of Number, Communication and Digital Literacy from Entry level to Level 2. The role will include a mix of classroom based delivery and remote online teaching (where possible).	
Main duties and responsibilities	
A: Assessing Learners' Needs A1. Assess learners' previous learning experiences and achievements in relation to the identified learning programme A3. 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. Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format
- C10. Contribute to all relevant college quality assurance systems; internal and external control procedures;
- C11. Participate in self-assessment processes including the evaluation of modules and courses

D: Providing learners with support

- D1. Ensure that learners are aware of and have access to appropriate support and guidance services
- D2. Maintain tutorial systems in line with college guidelines

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: General Responsibilities

- G1. Comply with the Grŵp's Safety, Health & Environment Policy in order to maintain a safe working and learning environment
- G2. 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
Teaching qualification or willingness to gain within four years of appointment.	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			
Relevant vocational experience in Maths/English/Digital Literacy or related area	X		Application form / Interview
Empathy with diverse learners and commitment to equal opportunities.	X		Application form / Interview
Experience of working within an FE/HE environment.		X	Application form
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
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	Intermediate	Interview	
Welsh Speaking	Intermediate	Interview	
Welsh Literacy	Intermediate	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	Up to 18.5 hours per week available, Part time, hourly paid contract, from Mon – Fri. Work pattern to be agreed dependant on availability. Subject & Level of delivery are based on qualifications and experience. An additional percentage of between 10% - 33.33% (subject to criteria) will be applied to the contracted hours worked to reflect preparation and marking.
Working weeks	Up to 40 weeks per year. Working weeks to be agreed with Programme Area Manager
Annual leave	There will be an entitlement to pro rata paid holiday in each academic year (1st September to 31st August), which includes pro-rata entitlement of 8 Bank and Public Holidays normally observed in Wales and a pro-rata entitlement of up to 5 efficiency days (please note this can change annually). Annual leave is derived from a pro rata full time equivalent entitlement of 46 days which is included in the hourly rate paid.
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.