

Swydd Ddisgrifiad: Darlithydd Coedwigaeth	
Maes Rhaglen / Adran	Diwydiannau 'r Tir
Prif Safle	Glynllifon
Cyflog	£32,303.72 - £49,934.18 y flwyddyn Pwynt MG1 – UG3
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn amser
Yn atebol i	Rheolwr Maes Rhaglen Diwydiannau'r Tir
Pwrpas y Swydd	
Lleolir yr adran Goedwigaeth yng Ngholeg Glynllifon. Mae myfyrwyr yn astudio cyrsiau lefel 2 a 3 llawn amser gyda'r posibilrwydd o gwblhau prentisiaeth ar lefel 2 mewn Cadwraeth Amgylcheddol gyda chyflogwyr addas. Mae myfyrwyr yn mynd i mewn i fyd gwaith gyda chyflogwyr sy'n cyflawni ystod eang o wasanaethau a gweithgareddau gyda'r diwydiant coetir a choedwigaeth, gan gynnwys sefydliadau cenedlaethol sy'n rheoli coedwigaeth ar raddfa fawr neu gynnal a chadw seilwaith yn ogystal â gweithrediadau llawfeddygon coed llai a chwmnïau rheoli tir. Daw myfyrwyr Coedwigaeth o amrywiaeth o gefndiroedd, bydd y mwyfarfif yn dod yn syth o'r ysgol ar ddechrau eu gyrfa, bydd rhai hynach yn newid cyfeiriad gyrfa neu yn dod i'r coleg gyda profiad o weithio yn y maes. Mae mwyafrif y myfyrwyr yn symud ymlaen i gyflogaeth gyda galw mawr am gweithwyr yn y diwydiant. Mae rhai myfyrwyr hefyd yn parhau mewn addysg a mynd ymlaen i brifysgol lle maent yn astudio ar lefel uwch trwy gwblhau gradd. Bydd gan y darlithydd Coedwigaeth gyfrifoldeb bugeiliol dros fyfyrwyr a sicrhau y bodlonir safonau ansawdd perthnasol fel y nodir gan y corff dyfarnu cymwysterau. Gosodir y cwricwlwm gan y corff dyfarnu cymwysterau. Bydd gofyn i'r darlithydd ddatblygu sesiynau perthnasol i sicrhau bod myfyrwyr yn cael profiad dysgu da a bod amcanion yr uned yn cael eu trosglwyddo'n effeithiol. Bydd myfyrwyr yn derbyn cyfarwyddyd ymarferol yn ystod y cwrs a bydd angen cydlynu'r rhain gyda'r tîm i atgyfnerthu dealltwriaeth o'r sesiynau dosbarth. ar adegau fe fydd gofyn i'r darlithydd gymeryd rhan mewn sesiynau ymarferol, mae profiad ymarferol o weithio yn y maes yn bwysig ar gyfer adgyfnerthu dysgu trwy brofiadau ac ymarferion diwydiannol. Mae galw mawr am fyfyrwyr sy'n cwblhau'r cymwysterau gan y diwydiant coedwigaeth, coedyddiaeth a rheoli cefn gwlad lleol a chenedlaethol sy'n rhoi ystod o gyfleoedd ar gyfer datblygu gyrfa. Mae'r adran felly yn hyfforddi myfyrwyr mewn gwahanol agweddau yn ymwneud â'r diwydiant Coedwigaeth gan gynnwys cyrsiau byr mewn defnyddio a chynnal llif gadwyn, torwyr brwsh, peiriannau naddu a chymorth cyntaf. Mae cynnwys y cwrs hefyd yn ymdrin ag agweddau ar reoli tir, rheoli plâu a chlefydau, defnydd hamdden, Coetiroedd, cefn gwlad a rheoli prosiectau. Mae'n ofynnol yn fras i Ddarlithydd Coedwigaeth ddarparu dysgu o ansawdd uchel, creu cyfleoedd dysgu effeithiol a galluogi pob myfyriwr i gyflawni ei botensial llawn.	
Prif Ddyletswyddau a Chyfrifoldebau	

A: Asesu Anghenion Y Dysgwyr

- A1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr
- A2. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig
- A3. Cynnal cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen
- A4. 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. Sefydlu cysylltiadau priodol a chysylltu â chyrrff allanol yn ôl y galw
- C10. Trefnu ac arsylwi lleoliadau profiad gwaith i ddysgwyr gan ddilyn y trefniadau a gytunwyd arnynt, yn cynnwys ymweliadau a gweithgareddau preswyl lle bo hynny'n briodol
- C11. 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
- C12. Cyfrannu at holl systemau sicrhau ansawdd perthnasol y coleg; gweithdrefnau rheoli mewnol ac allanol
- C13. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chyrsgau

D: Darparu cefnogaeth i ddysgwyr

- D1. Cyfrannu at lunio gweithdrefnau cynefino a chyflwyno dysgwyr yn effeithiol i'r sefydliad
- D2. 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
- D4. Darparu cyngor, arweiniad, trefniadau cynefino a chefnogaeth academiaidd

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: Dyletswyddau Penodol:

- G1. Ymgymryd â rôl Tiwtor Personol, Rheolwr Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd a Chydlynnydd Cwricwlwm.
- G2. Goruchwyllo arholiadau ac asesiadau fel bo'r angen

H: Cyfrifoldebau Cyffredinol

- H1. Cydymffurfio â pholisi Diogelwch, Iechyd a'r Amgylchedd Diwygiedig y Grŵp er mwyn cynnal amgylchedd gwaith ac amgylchedd addysgu diogel
- H2. 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 tair mlynedd i'r penodiad.	X		Ffurflen Gais / Cyfweliad
Cymwysterau cwrs byr cydnabyddedig yn ymwneud â gweithgareddau Coedwigaeth. e.e. Llif gadwyn, Cymorth Cyntaf, Plaladdwyr, naddu ac ati.	X		Ffurflen Gais
Yn meddu ar neu'n barod i ennill y cymhwyster hyfforddi ag asesu	X		Ffurflen Gais / Cyfweliad

yn y maes coedwigaeth(ee cwrs lli gadwyn).			
Cymwysterau asesydd a/neu ddilyswr mewnol		X	Ffurflen Gais
Gwybodaeth a Phrofiad			
Y gallu i uniaethu â gwahanol ddysgwyr, ac ymrwymiad i gyfle cyfartal	X		Ffurflen Gais / Cyfweliad
Profiad o weithio oddi fen y diwydiant coedwigaeth neu rheolaeth cefn gwlad.	X		Ffurflen Gais
Profiad o weithio mewn amgylchedd Cynnal a Chadw offer coedwigaeth		X	Ffurflen Gais / Cyfweliad
Cymhwyster cymorth cyntaf neu parodrwydd i gwblhau y cymhwyster.	X		Ffurflen Gais / Cyfweliad
Sgiliau a Phrïodweddau			
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 gynnyg 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 lechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service .			

O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r Telerau a'r Amodau

Oriau gwaith	37 awr yr wythnos 835 awr o amser addysgu blynyddol – 24 i 26 awr yr wythnos. Hyd at 5 awr yr wythnos o weithio'r safle gyda chytundeb y rheolwr.
Wythnosau Gweithio	52 wythnos y flwyddyn
Gwyliau Blynyddol	• 46 diwrnod o wyliau yn flynyddol • Pob gwyliau cyhoeddus a arsylwir fel arfer, yn cael eu pennu'n flynyddol. • Hyd at 5 diwrnod o ddiwrnodau cau effeithlonrwydd y flwyddyn, a bennir yn flynyddol. • Bydd contractau rhan amser yn derbyn hawl pro rata i'r uchod. • Bydd contractau Amser Tymor yn derbyn hawl pro rata i'r uchod a delir fel rhan o'r cyflog blynyddol.
Pensiwn	Cynllun Pensiwn 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 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. Rhaid cael y sgriniadau iechyd a ganlyn ar gyfer y swydd hon: • Gweithrediad yr Ysgyfaint (Sbirometreg) • Clyw (Awdioleg) • Dirgryniad Braich a Llaw (HAV) a Dirgryniad y Corff Cyfan (WBV) • Croen

Job description: Lecturer in Forestry	
Programme area / Department	Land based
Main site	Glynllifon
Salary	£32,303.72 - £49,934.18 per annum Point MG1 – UG3
Contract type	Permanent
Contract terms	Full Time
Reporting to	Land based Programme Area Manager
Job purpose	
The Forestry department is located at Coleg Glynllifon. Students study full-time level 2 and 3 courses with the possibility of completing a level 2 apprenticeship in Environmental Conservation with a suitable employer. Students enter the world of work with employers who carry out a wide range of services and activities within the woodland and forestry industry, including national organizations that manage large-scale forestry or infrastructure maintenance as well as smaller tree surgeon operations and land management companies. Forestry students come from a variety of backgrounds, the majority will come straight from school at the beginning of their career, some mature students will be change career direction or come to college with experience of working in the field. The majority of students progress into employment with workers in the industry in high demand. Some students also continue in education and go on to university where they study at a higher level by completing a degree. The Forestry lecturer will have pastoral responsibility for students and ensure that relevant quality standards are met as specified by the qualification awarding body. The curriculum is set by the qualification awarding body. The lecturer will be required to develop relevant sessions to ensure students have a good learning experience and the objectives of the course are effectively transferred. Students will receive practical instruction during the course and these will need to be coordinated with the team to reinforce understanding of the theory sessions. At times the lecturer will be asked to take part in practical sessions, practical experience of working in forestry is important for reinforcing learning through experiences and industrial knowledge. There is a high demand for students who complete the qualifications from the local and national forestry, arboriculture and countryside management industry which provides a range of opportunities for career development. The department therefore trains students in various aspects related to the Forestry industry including short courses in the use and maintenance of chainsaws, brush cutters, chippers and first aid. The course content also covers aspects of land management, pest and disease management, recreational use, Woodland development, countryside and project management. A Forestry Lecturer is broadly required to provide high quality learning, create effective learning opportunities and enable all students to achieve their full potential.	

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
Teaching qualification or willingness to gain within three years of appointment.	X		Application form / Interview
Has or is ready to gain training and assessment qualifications in the forestry short courses (eg chainsaw course, Chipper).	X		Application form
Recognised short course qualifications relating to Forestry		X	Application form / Interview

activities. e.g. Chainsaw, First Aid, Pesticides, chipper etc.			
Assessor and/or Internal Verifier qualifications		X	Application form
Knowledge and experience			
Empathy with diverse learners and commitment to equal opportunities.	X		Application form / Interview
Experience of working within a forestry, timber and/or countryside management role	X		Application form
Experience of working in a Forestry equipment Maintenance environment		X	Application form
First aid qualification or willingness to complete the qualification.	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	37 hours per week. 835 hours annual teaching time – 24 to 26 hours teaching per week. Up to 5 hours per week working off site in agreement with the manager. Pro rata for fractional contracts
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. This post is subject of the following health screening: • Lung function (Spirometry) • Hearing (Audiology) • Hand Arm Vibration (HAV) and Whole Body Vibration (WBV) • Skin