Swydd Ddisgrifiad Darlithydd - Daearyddiaeth	
Maes Rhaglen / Adran	Lefel A, Mynediad, Busnes ac Addysg
Prif safle	Llandrillo-yn-Rhos a'r Rhyl
Cyflog	£16,797-£25,965 y flwyddyn 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

Addysgu i safon uchel, creu cyfleoedd dysgu effeithiol a galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.

Byddai'r ymgeisydd llwyddiannus yn rhan o'r adran Safon Uwch yn addysgu Daearyddiaeth Safon Uwch. Byddai hyn ar ein campysau yn Llandrillo-yn-Rhos a'r Rhyl. Byddai'r swydd yn 2.5 diwrnod o addysgu.

Mae ein chweched dosbarth yn ehangu'n gyflym, gan groesawu mwy o fyfyrwyr bob blwyddyn sy'n awyddus i ddilyn eu nodau academaidd a'u nodau personol. Gyda dewis helaeth o gyrsiau a thimau cymorth ymroddedig, mae'r gymuned sy'n tyfu yn meithrin amgylchedd bywiog ac ysbrydoledig lle mae myfyrwyr yn ffynnu ac yn paratoi'n hyderus ar gyfer eu dyfodol.

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 cyfweliadau 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 chyrff allanol yn ôl y galw
C10. Trefnu a goruchwylio 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 chyrsiau

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 academaidd, 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

F1. 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 Gydlynydd Cwricwlwm
G2. Goruchwylio 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
Y gallu i addysgu Daearyddiaeth Safon Uwch a Bagloriaeth Cymru	X		Ffurflen Gais / Cyfweliad
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn dwy flynedd i'r penodiad.	X		Ffurflen Gais / Cyfweliad
Gallu/parodrwydd i gyfrannu at y modiwl Planed Ddaear/Gwyddorau Daear ar Gwrs Sylfaen Bangor		X	Ffurflen Gais / Cyfweliad
Gallu/parodrwydd i gyfrannu at gyrsiau eraill ar gwricwlwm y coleg		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			
Profiad o weithio mewn amgylchedd Addysg Bellach/Addysg Uwch.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad o fod yn Diwtor Personol.	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth o ddysgwyr amrywiol, ac ymrwymiad i gyfle cyfartal.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad o ddefnyddio technoleg dysgu.		X	Ffurflen Gais / Cyfweliad
Sgiliau a phriodoleddau			

Meddylfryd hyblyg sy'n gallu addasu a'r gallu i addysgu nifer o ddisgyblaethau ar lefelau gwahanol.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i gydweithio mewn tîm a datblygu cwricwlwm.	X		Ffurflen Gais / Cyfweliad
Profiad o gyfrannu at gynllunio cwricwlwm, arwain rhaglenni neu ddilysu cyrsiau.		X	Ffurflen Gais / Cyfweliad
Cyfarwydd â dysgu cyfunol a defnyddio amgylchedd dysgu rhithwir (e.e. Google Classroom, Moodle).		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
Gofynion ychwanegol			
Y parodrwydd a'r gallu i addysgu ar wahanol safleoedd, gan gynnwys Llandrillo-yn-Rhos a'r Rhyl	X		Ffurflen Gais / Cyfweliad
Hyfedredd wrth ddefnyddio systemau a chymwysiadau TG, gan gynnwys technolegau addysgol ac amgylcheddau dysgu rhithwir.		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	Mynediad		Ffurflen Gais / Cyfweliad
Gallu i siarad Cymraeg	Mynediad		Ffurflen Gais / Cyfweliad
Llythrennedd Cymraeg	Mynediad		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 Iechyd a Lles plant, pobl ifanc ac oedolion sy'n agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyr 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 diweddaru'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 blynyddol - 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 blynyddol	● 46 diwrnod y flwyddyn o wyliau. ● Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. ● Hyd at 5 diwrnod effeithlonrwydd bob blwyddyn, i'w pennu'n flynyddol. ● 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 blynyddol.
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 - Geography	
Programme area / Department	A Level, Access, Business and Education
Main site	Rhos on Sea and Rhyl
Salary	£16,797- £25,965 per annum Point MG1 – UG3
Contract type	Permanent
Contract terms	Part Time (18.5 hours per week)
Reporting to	Programme Area Manager

Job purpose

To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.

The successful applicant would be part of the A Level department teaching A Level Geography. This would be across both our Rhyl and Rhos campuses. The post would be 2.5 days teaching.

Our sixth form is rapidly expanding, welcoming more students each year who are eager to pursue their academic and personal goals. With a wide range of courses and dedicated support, the growing community fosters a vibrant and inspiring environment where students thrive and prepare confidently for their futures.

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 though 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
Ability to teach A Level Geography and Welsh Baccalaureate	X		Application form / Interview
Teaching qualification or willingness to gain within two years of appointment.	X		Application form / Interview
Ability/willingness to contribute to the Planet Earth/Earth Sciences module on the Bangor Foundation Course		X	Application form / Interview
Ability/willingness to contribute to other courses on the college curriculum		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			
Experience of working within an FE/HE environment.		X	Application form / Interview
Knowledge and experience of acting as a Personal Tutor.	X		Application form / Interview
Empathy with diverse learners and commitment to equal opportunities.	X		Application form / Interview
Knowledge and experience of the use of learning technology.		X	Application form / Interview
Skills and attributes			
A flexible and adaptive mindset, with the ability to teach across disciplines and levels	X		Application form/ Interview
Commitment to collaborative team working and curriculum development	X		Application form/ Interview
Experience contributing to curriculum design, programme leadership or course validation		X	Application form / Interview
Familiarity with blended learning and use of virtual learning environments (e.g., Google Classroom, Moodle).		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
Additional requirements			

Willingness and ability to deliver teaching across different sites, including Rhos-on-Sea and Rhyl	X		Application form / Interview
Proficiency in using IT systems and applications, including educational technologies and virtual learning environments.		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	Entry		Application form / Interview
Welsh Speaking	Entry		Application form / Interview
Welsh Literacy	Entry		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/dbs-update-service. Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.			

Summary of the terms and conditions	
Working hours	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.