

Swydd Ddisgrifiad: Darlithydd mewn Iechyd a Gofal Cymdeithasol / Astudiaethau Plentyndod / Datblygiad ac Addysg Plant	
Maes Rhaglen / Adran	Iechyd a Gofal, Chwaraeon a Gwasanaethau Cyhoeddus
Prif safle	Llangefni
Cyflog ac oriau	£22.58 - £34.91 yr awr, yn cynnwys tâl gwyliau Pwynt MG1 - UG3 Hyd at 16 awr yr wythnos (Patrwm gwaith i'w gytuno yn dibynnu ar gymwysterau, profiad ac argaeledd)
Y math o contract	Dros dro
Telerau'r contract	Telir yn ôl yr awr
YN ATEBOL I:	Rheolwr Maes Rhaglen Iechyd a Gofal, Chwaraeon a Gwasanaethau Cyhoeddus
Pwrpas y Swydd	
Rydym yn chwilio am ddarlithydd(wyr) sesiynol mewn Iechyd a Gofal Cymdeithasol / Astudiaethau Plentyndod / Datblygiad ac Addysg Plant. Mae'r addysgu sydd ar gael yn cynnwys ystod o fodiwlau o'r rhaglen FdA/BA Iechyd a Gofal Cymdeithasol (Lefelau 4 - 6), rhaglen FdA/BA Astudiaethau Plentyndod a darpariaeth Addysg Bellach yn ystod y dydd mewn Iechyd a Gofal Cymdeithasol / Astudiaethau Plentyndod. Mae'r addysgu Addysg Uwch yn digwydd ar ddydd Mawrth a/neu ar ddydd Iau rhwng 9am a 9pm. Trefnir y ddarpariaeth Addysg Bellach yn ystod yr wythnos fel arfer rhwng 09:00 a 16:30. Mae'r addysgu sydd ar gael yn amrywiol iawn a byddai eich amserlen a'ch oriau yn amodol ar gyfuniad o'ch argaeledd a'r modiwl(au) sy'n cael eu haddysgu. Croesewir ceisiadau yn arbennig gan unigolion sydd â phrofiad diweddar o weithio ym maes nyrsio / gofal iechyd / gwaith cymdeithasol / gofal cymdeithasol / gofal a datblygiad plant - rolau lle mae gennych ddealltwriaeth gadarn o ddeddfwriaeth, polisi a materion cyfoes cyfredol yn y sector Datblygiad ac Addysg Plant neu'r sector Gofal Iechyd. Mae Modiwlau Addysg Uwch ac addysgu Addysg Bellach yn cynnwys pynciau fel Iechyd y Cyhoedd a Hybu Iechyd, Anghydraddoldebau Byd-eang, Amrywiaeth a Materion Cymdeithasol, Egwyddorion Moesegol mewn Iechyd, Llesiant a Gofal Cymdeithasol, Materion Cyfoes ym maes Anghenion Dysgu Ychwanegol, Arweinyddiaeth a Rheolaeth mewn Iechyd a Gofal Cymdeithasol, Hawliau Unigolion ac Ymarfer Proffesiynol, Hunaniaeth Broffesiynol a Gweithio Amlbroffesiynol, Safbwyntiau Addysg Gyfoes, Cefnogi Plant ag Anghenion Dysgu Ychwanegol i enwi ond rhai. Nodwch yn eich ffurflen gais unrhyw brofiad neu arbenigedd perthnasol i gefnogi eich cais. Bydd y swydd yn rhoi cyfle i chi ddatblygu fel darlithydd o dan arweiniad a chyda chefnogaeth yr Arweinwyr Rhaglen, y Cydlynwyr a'r Mentoriaid sy'n arwain y ddarpariaeth yn yr adran. Bydd eich dyletswyddau'n cynnwys paratoi a chyflwyno darlithoedd diddorol i'n dysgwyr ynghyd â'r gwaith gweinyddu, asesu a sicrhau ansawdd sy'n gysylltiedig â hynny. Anogwn y defnydd o ddulliau dysgu ac addysgu ymarferol a gweithredol er mwyn gwneud y dysgu'n ddiddorol. Cewch gyfle i gymhwyso eich gwybodaeth ac enghreifftiau o'ch profiadau i'r dysgu ac addysgu. Bydd hyn yn sicrhau bod dysgwyr yn ennill dealltwriaeth a gwerthfawrogiad trylwyr o'r dyletswyddau, yr heriau a'r buddion sy'n gysylltiedig â dilyn gyrfa ym maes Iechyd a Gofal Cymdeithasol neu yn y sector Plentyndod.	

Bydd gan ein hymgeisydd delfrydol brofiad blaenorol o addysgu ac o weithio yn y sector(au) perthnasol, fodd bynnag rydym hefyd yn croesawu ac yn cefnogi arbenigwyr yn y sector sy'n awyddus i fentro i'r maes addysgu.

Prif Ddyletswyddau a Chyfrifoldebau:

A: Asesu Anghenion Y Dysgwyr

- A1. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig
- A2. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig.
- A3. 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 chyrсияu

D: Darparu cefnogaeth i ddysgwyr

- D1. Sicrhau bod dysgwyr yn ymwybodol o wasanaethau cefnogi a chynghori priodol ac yn gwybod sut i'w defnyddio
- D2. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg

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

- E1. Cynllunio strategaethau aseu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
- E2. Defnyddio amrywiaeth o ddulliau aseu 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 aseu 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 Cyffredinol

- 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 aseu
Cymwysterau a Phrofiad			
Gradd neu gymhwyster cyfwerth mewn maes perthnasol.	X		Ffurflen gais
Gradd uwch mewn maes cysylltiedig		X	Ffurflen gais
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn tair blynedd i'r penodiad.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad			
Profiad o addysgu mewn maes cysylltiedig.		X	Ffurflen Gais / Cyfweliad
Profiad o ymchwilio ac addysgu.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a dealltwriaeth o ddeddfwriaeth a rheoleiddio'r sector perthnasol gan ddangos gwybodaeth weithredol gadarn am weithio o fewn y sector a chyfleoedd gyrfa a datblygiad - e.e. trwy gyflogaeth gyfredol / flaenorol o fewn y sector.	X		Ffurflen Gais / Cyfweliad
Os yw'r ffocws ar Blentyndod - Gwybodaeth a dealltwriaeth gyfoes o'r Cwricwlwm newydd i Gymru; Gofal Plant / Addysg Blynnyddoedd Cynnar / Chwarae - deddfwriaeth / polisi / diogelu / iechyd a diogelwch / Datblygiad Plant	X		Ffurflen Gais / Cyfweliad

Os yw'r ffocws ar Iechyd a Chymdeithasol - Gallu addysgu rhai o'r pynciau canlynol: Cymdeithaseg / Cymdeithaseg Gymhwysol / Cydraddoldeb ac Amrywiaeth / Iechyd Meddwl / Cyflyrau Tymor Hir / Heneiddio ac Anabledd / Ailalluogi / Cofnodi Gofal Diwedd Oes / Rheoli Heintiau / Camddefnyddio Sylweddau / Gofal sy'n Canolbwyntio ar Unigolion / Datblygiad Unigol	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth o ddysgwyr amrywiol, ac ymrwymiad i gyfle cyfartal.	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 phriodoleddau			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu cadarn.	X		Ffurflen Gais / Cyfweliad
Hyblygrwydd a sgiliau gweithio mewn tîm.	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	Canolradd	Asesiad ar-lein / Cyfweliad	
Gallu i siarad Cymraeg	Canolradd	Asesiad ar-lein / Cyfweliad	
Llythrennedd Cymraeg	Canolradd	Asesiad ar-lein / 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 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 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	Hyd at 16 awr yr wythnos. Patrwm gwaith i'w gytuno yn dibynnu ar argaeledd. Mae'r pwnc a'r lefel cyflwyno yn seiliedig ar gymwysterau a phrofiad Bydd canran ychwanegol o rhwng 10% - 63.33% (yn ddibynnol ar feini prawf y pwnc) yn cael ei ychwanegu i'r oriau a weithir i adlewyrchu'r gwaith paratoi a marcio.
Wythnosau gwaith	Hyd at 35 wythnos y flwyddyn yn ystod tymor y Coleg
Gwyliau blynyddol	Bydd hawl i wyliau pro rata gyda thâl ym mhob blwyddyn academiaidd (sef y cyfnod rhwng 1 Medi a 31 Awst). Mae hyn yn cynnwys hawl pro rata i Wyliau Banc a Gwyliau Cyhoeddus traddodiadol Cymru (8 diwrnod) a hawl pro rata i 5 diwrnod effeithlonrwydd (noder y gall hyn newid yn bob blwyddyn). Caiff gwyliau blynyddol ei gyfrifo ar sail cyfran pro rata o'r hawl llawn amser o 46 awr sy'n gynwysedig yn y gyfradd a delir fesul awr.
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 in Health and Social Care / Childhood Studies / Children's Development and Education	
Programme area / Department	Health & Care, Sport and Public Services
Main site	Llangefni
Salary and hours	£22.58 - £34.91 per hour inclusive of holiday pay Point MG1 – UG3 Up to 16 hours per week (Work pattern to be agreed dependant on qualifications, experience and availability)
Contract type	Temporary
Contract terms	Hourly Paid
Reporting to	Health & Care, Sport and Public Services Programme Area Manager
Job purpose	
We are seeking to appoint sessional lecturer(s) in Health and Social Care / Childhood Studies / Children's Development and Education. Teaching available consists of a range of modules from the Health and Social Care FdA/BA programme (Levels 4 - 6), Childhood Studies FdA/BA programme and Further Education day time provision in Health and Social / Childhood. The HE teaching takes place on a Tuesday and/or Thursday between 9am and 9pm. Further Education provision takes place during the week typically between 09:00 and 16:30. Teaching available is wide ranging and your timetable and hours would be subject to a combination of your availability and the module(s) being taught. Applications are particularly welcomed from individuals who have recent experience working in nursing / health care / social work / social care / Children's care and development - roles where you have a sound understanding of current legislation, policy and contemporary issues in the Children's Development and Education sector or Healthcare sector. Higher Education Modules and Further Education teaching includes topics such as Public Health and Health Promotion, Global Inequalities, Diversity and Social Issues, Ethical Principles in Health, Wellbeing and Social care, Issues in ALN, Leadership and Management in Health and Social Care, Individual Rights and Professional Practice, Professional Identity and Multi-Professional Working, Contemporary Education Perspectives, Supporting Children with Additional Learning Needs to name a few. Please indicate in your application form any experience or expertise of relevance in support of your application. The role will allow you to develop as a lecturer, with the guidance and support of a team of Programme Leaders, Coordinators and Mentor who lead provision within the department. Your duties would include the preparation and delivery of engaging lectures for our developing students; along with administration, assessment and quality assurance practices associated with these duties. We encourage the use of practical and active teaching and learning methodologies, to bring the learning to life. You will be able to apply knowledge and examples from your experiences to the teaching and learning you deliver. This will ensure learners are gaining an in-depth understanding and appreciation of the duties, challenges, joys and rewards of following a career in Health and Social Care or in the Childhood sector. Our ideal candidate would have both previous teaching and industry experience in the relevant sector(s), however we also welcome and support sector experts who are looking to take their first steps into teaching.	
Main duties and responsibilities	
A: Assessing Learners' Needs	

- A1. Assess learners' previous learning experiences and achievements in relation to the identified learning programme
- A2. Undertake initial assessments and identify any special learning or support Needs
- A3. 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
Higher degree in a related area		X	Application form
Teaching qualification or willingness to gain within 3 years of appointment	X		Application form / Interview
Knowledge and experience			
Experience of teaching in a related area.		X	Application form / Interview
Experience in research and teaching.		X	Application form / Interview
Knowledge and understanding of legislation and regulation of the relevant sector demonstrating a sound operational knowledge of working within the sector and career and progression opportunities - e.g. through current / previous employment within the sector.	X		Application form / Interview
If Childhood focus - Up to date knowledge and understanding of the new Curriculum for Wales; Children's Care / Early Years Education / Play - legislation / policy / safeguarding / health and safety / Children's development.	X		Application form / Interview
If Health and Social focus - Ability to teach some from the following range of subjects: Sociology / Applied Sociology / Equality And Diversity / Mental Health / Long Term Conditions / Ageing And Disability / Re-Ablement / Record End Of Life Care / Infection Control / Substance Misuse / Person Centred Care / Individual Development	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 / 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
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		On-line assessment / Interview
Welsh Speaking	Intermediate		On-line assessment / Interview
Welsh Literacy	Intermediate		On-line assessment / 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	Up to 16 hours per week. Work pattern to be agreed depending on availability. Subject & Level of delivery are based on qualifications and experience An additional percentage of between 10% - 63.33% (subject to criteria) will be applied to the contracted hours worked to reflect preparation and marking.		
Working weeks	Up to 35 weeks per year during College term times		
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.