SWYDD DDISGRIFIAD

SWYDD:	**DARLITHYDD YM MAES IECHYD A GOFAL CYMDEITHASOL**
ORIAU:	**HYD AT 20 AWR YR WYTHNOS**
STATWS:	**RHAN AMSER TALU WRTH YR AWR**
GRADDFA:	**DARLITHYDD MG1 – UG3** **£19.52 - £30.18 yr awr(I gynnwys tâl gwyliau)** **(yn ddibynnol ar gymwysterau a phrofiad)**
LLEOLIAD:	**Campws Llangefni**

PWRPAS Y SWYDD

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

PRIF DDYLETSWYDDAU

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 neu gymorth arbennig

A5. Sicrhau bod dysgwyr yn cael eu cofrestru gyda'r coleg a chyrff 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 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 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 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, gan gynnwys 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 drefniadol 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 tiwtora 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. 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 Eraill

G1. Ymgymryd, fel y bo'n berthnasol, 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.

<u>MANYLEB DEILIAD Y SWYDD</u>:

Gofynion Hanfodol:

1. Gradd neu gymhwyster cyfwerth A phrofiad sylweddol mewn maes perthnasol yn y sector (lleiafswm 4 blynedd).

2. Gwybodaeth a dealltwriaeth o ddeddfwriaeth a rheoliadau'n ymwneud â'r sector Iechyd a Gofal Cymdeithasol

3. Dealltwriaeth o'r cymwysterau Iechyd a Gofal Cymdeithasol newydd yng Nghymru (https://www.dysguiechydagofal.cymru/_) .

4. Cymhwyster addysgu neu barodrwydd i weithio at gyflawni hyn o fewn 4 mlynedd.

5. Wedi cofrestru gyda Chyngor y Gweithlu Addysg (CGA) neu barodrwydd i wneud hynny cyn dechrau'r swydd addysgu.

6. Hyderus wrth ddefnyddio systemau a rhaglenni TG, h.y. byddech yn gallu darparu sesiynau dysgu ac addysgu trwy Google Classroom.

7. Dealltwriaeth o ddysgwyr amrywiol, ac ymrwymiad i gyfle cyfartal.

8. Sgiliau trefnu, sgiliau rhyngbersonol a sgiliau cyfathrebu cadarn, Hyblygrwydd a sgiliau gweithio mewn tîm

9. Y gallu i gyflwyno'n ddwyieithog (Cymraeg/Saesneg)

Gofynion Dymunol:

1. Profiad o weithio mewn amgylchedd Addysg Bellach.

2. Gwybodaeth a phrofiad o ddefnyddio technoleg dysgu i gefnogi a gwella sesiynau dysgu ac addysgu, mewn dysgu ac addysgu wyneb yn wyneb ac ar-lein.

3. Cymhwyster ym maes iechyd clinigol neu waith cymdeithasol.

4. Y gallu i addysgu rhai o'r pynciau a ganlyn: 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

5. Gallu a pharodrwydd i deithio'n annibynnol a darparu sesiynau ar safle cyflogwyr os oes angen.

6. Parodrwydd i fod yn hyblyg o ran patrwm gweithio er mwyn diwallu anghenion y sector mewn meysydd masnachol.

JOB DESCRIPTION

POST:	**LECTURER IN HEALTH AND SOCIAL CARE**
HOURS:	**UPTO 20 HOURS PER WEEK**
STATUS:	**PART TIME HOURLY PAID**
GRADE:	**LECTURING MG1 – UG3 £19.52 - £30.18 per hour(inclusive of holiday pay) (dependent on qualifications and experience)**
LOCATION:	**Llangefni Campus**

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.

MAIN DUTIES

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.
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, as relevant, 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.

<u>PERSON SPECIFICATION</u>:

Essential Requirements:

1. Degree or equivalent qualification AND significant sector experience in a relevant area (min 4years).

2. Knowledge and understanding of legislation and regulation relating to H&SC sector

3. Understanding of the new H&SC qualifications in Wales (https://www.healthandcarelearning.wales/) .

4. Teaching qualification or willingness to work towards this within 4 years.

5. Registered with the Education Workforce Council (EWC) or willingness to do so prior to teaching commencing.

6. Confident in the use of IT systems and applications, i.e. would be able to deliver teaching and learning via Google Classroom.

7. Empathy with diverse learners and commitment to equal opportunities.

8. Excellent organisation, interpersonal and communication skills, Flexibility and team working skills

9. Ability to deliver bilingually (Welsh/English)

Desirable Requirements:

1. Experience of working within an FE environment.

2. Knowledge and experience of the use of learning technology to support and enhance teaching and learning sessions, in face to face and online teaching and learning.

3. A clinical health or social work qualification.

4. 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

5. Ability and willingness to travel independently and deliver in employer premises where appropriate.

6. Flexibility in terms of working pattern to meet sector needs for commercial areas of work.