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| **Swydd Ddisgrifiad: Darlithydd Gyfraith** | | | | | |
| **Maes Rhaglen / Adran** | | 6ed Dosbarth, Busnes a Mynediad | | | |
| **Prif Safle** | | Llandrillo yn Rhos a Rhyl | | | |
| **Cyflog** | | £26,191 - £40,486 y flwyddyn  MG 1 – UG3 | | | |
| **Y Math o Gontract** | | Parhaol | | | |
| **Telerau'r Contract** | | Rhan-amser (30 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 Safon Uwch ac Uwch Gyfrannol yn y Gyfraith. Byddai hyn ar draws ein campysau yn y Rhyl a Rhos. Byddai'r swydd yn 3.5 diwrnod o addysgu.  Mae ein chweched dosbarth yn ehangu'n gyflym, gan groesawu mwy o fyfyrwyr bob blwyddyn sy'n awyddus i ddilyn eu hamcanion academaidd a phersonol. Gyda ystod eang o gyrsiau a chefnogaeth 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 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 cyfweliadau 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 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 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 chyrff 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 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 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 academaidd  **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 Chydlynydd Cwricwlwm.  G2. Goruchwylio 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 / Cyfweliad |
| Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn dwy flynedd i’r penodiad. | | | X |  | Ffurflen Gais / Cyfweliad |
| Profiad diweddar o addysgu'r Gyfraith | | | X |  | Ffurflen gais / Cyfweliad |
| Y gallu i addysgu BTEC Lefel 3 mewn Cyfraith Gymhwysol a Lefel A Y Gyfraith | | | X |  | Ffurflen gais / Cyfweliad |
| Gradd uwch mewn maes perthnasol. | | |  | X | Ffurflen Gais / Cyfweliad |
| Bod yn berchen ar Gymhwyster Cefnogi Sgiliau Hanfodol Lefel 3 /bod yn barod i'w ennill. | | |  | X | Ffurflen Gais / Cyfweliad |
| **Gwybodaeth a Phrofiad** | | | | | |
| 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 / Cyfweliad |
| Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu. | | |  | X | Ffurflen Gais / Cyfweliad |
| Gwybodaeth a phrofiad o fod yn Diwtor Personol. | | | X |  | Ffurflen gais / Cyfweliad |
| **Sgiliau a Phriodweddau** | | | | | |  |  | Ffurflen Gais / Cyfweliad (dileu) |
| Y gallu i ddefnyddio systemau a rhaglenni TG. | | | X |  | Ffurflen Gais / Cyfweliad |
| Sgiliau trefnu, sgiliau rhyngbersonol a sgiliau cyfathrebu da. | | | X |  | Ffurflen Gais / Cyfweliad |
| Hyblygrwydd a sgiliau gweithio mewn tîm. | | | X |  | Ffurflen Gais / Cyfweliad |
| Y gallu i addysgu drwy gyfrwng y Gymraeg a’r Saesneg | | |  | X | Ffurflen Gais / Cyfweliad |
| **Gofynion Ychwanegol** | | | | | |
| Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl | | | X |  | Ffurflen Gais / Cyfweliad |
| Gallu, ac yn fodlon teithio yn ôl yr angen i gyflawni gofynion y swydd i addysgu ar safleoedd gwahanol a fydd yn cynnwys cyfuniad o Landrillo-yn-Rhos a'r Rhyl | | | ⁠  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** | | | Cwrteisi Ieithyddol | | Cyfweliad |
| **Yn siarad Cymraeg** | | | Cwrteisi Ieithyddol | | Cyfweliad |
| **Llythrennedd Cymraeg** | | | Cwrteisi Ieithyddol | | 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 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 GDG trwy wasanaeth diweddaru'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** | 30 awr yr wythnos  677 awr o amser addysgu blynyddol 19- 21 awr yr wythnos.  Hyd at 4 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 Llywodraeth Leol (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. | | | | |

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| **Job description: Lecturer in Law** | | | | | | |
| **Programme area / Department** | | 6th Form, Business & Access | | | | |
| **Main site** | | Rhos on Sea & Rhyl | | | | |
| **Salary** | | £26,191 - £40,486 per annum  Point MG1 – UG3 | | | | |
| **Contract type** | | Permanent | | | | |
| **Contract terms** | | Part Time (30 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 Law. This would be across both our Rhyl and Rhos campuses. The post would be 3.5 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 |
| Teaching qualification or willingness to gain within two years of appointment. | | | X |  | | Application form / Interview |
| Successful recent Law delivery | | | X |  | | Application form / Interview |
| Ability to teach Level 3 BTEC Applied Law and A Level Law | | | X |  | | Application form / Interview |
| A higher degree in a relevant area. | | |  | 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** | | | | | | |
| 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 |
| Knowledge and experience of  acting as a Personal Tutor. | | | 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 |
| Ability to deliver bilingually (Welsh / English) | | |  | X | | Application form / Interview |
| **Additional requirements** | | | | | | |
| Able to travel as required to fulfil the requirements of the role | | | X |  | | Application form / Interview |
| Able and willing to deliver at different sites which could include a combination of Rhos-on-Sea and Rhyl | | | 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** | | | Linguistic courtesy | | | Interview |
| **Welsh Speaking** | | | Linguistic courtesy | | | Interview |
| **Welsh Literacy** | | | Linguistic courtesy | | | 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** | 26 hours per week.  677 hours annual teaching time 19 -21 hours teaching per week.  Up to 4 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. | | | | | |