

Swydd Ddisgrifiad DARLITHYDD CYFRYNGAU CREADIGOL

Maes Rhaglen / Adran	Cyfrifiadura a Diwydiannau Creadigol
Prif safle	Llandrillo-yn-Rhos a'r Rhyl
Cyflog	£32,303 - £49,934 y flwyddyn Pwynt MG1 - UG3
Y math o contract	Parhaol
Telerau'r contract	Llawn amser
YN ATEBOL I:	Rheolwr Maes Rhaglen

Pwrrpas y Swydd

Bydd yr ymgeisydd llwyddiannus yn ymuno ag adran sy'n gweithredu ar y lefel uchaf yng Ngholeg Llandrillo, rhan o Grŵp Llandrillo Menai. Mae'r Cyfryngau yn rhan o Faes Rhaglen Cyfrifiadura a'r Diwydiannau Creadigol yn y coleg ac yn cynnwys cyrsiau Lefel-A a chysiau galwedigaethol yn ogystal â llwybrau Addysg Uwch. Yn y lle cyntaf bydd y rôl yn cynnwys gwaith addysgu rhaglenni Lefel-A mewn Astudiaethau'r Cyfryngau ac yn cynnwys hefyd cyfraniad at y ddarpariaeth alwedigaethol yn ddibynol ar sgiliau a phrofiad yr ymgeisydd llwyddiannus.

Ar hyn o bryd rydym yn gweithio ar gampws Llandrillo-yn-Rhos gyda pheth addysgu Lefel-A yn digwydd ar ein campws yn y Rhyl. Byddwch yn ymuno â thîm sy'n gwneud pob ymdrech i gynnig addysgu o safon, a chynnig cyfleoedd ardderchog i ddysgu, er mwyn galluogi pob myfyriwr i gyflawni hyd eithaf eu gallu.

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 cyfweiliadau 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 chyrrff allanol yn ôl y galw
- C10. Trefnu a goruchwyllo 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 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 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 academiaidd, 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 Gydlynnydd Cwricwlwm
- G2. Goruchwyllo 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 mewn Cynhyrchu'r Cyfryngau, Cynhyrchu Cyfryngau Creadigol, neu gymhwyster perthnasol arall.	X		Ffurflen Gais / Cyfweliad
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn dwy flynedd i'r penodiad.	X		Ffurflen Gais / Cyfweliad
Gradd Meistr neu uwch mewn maes Cyfryngau perthnasol.		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 amlwg o addysgu pynciau ym maes y Cyfryngau a Chyfrifiadura mewn lleoliad AB/Chweched dosbarth neu AU.	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth gadarn o adnoddau a phlatfformau cyfredol y diwydiant yn cynnwys, Adobe Creative Suite (Premiere Pro, After Effects, Photoshop) datblygu'r we (HTML, CSS/JavaScript), ac egwyddorion rhaglennu sylfaenol.	X		Ffurflen Gais / Cyfweliad
Y gallu i addysgu amrywiaeth o bynciau, yn cynnwys cynhyrchu fideo, theori'r cyfryngau, cyfrifiaduro creadigol, datblygu'r we a dylunio digidol.	X		Ffurflen Gais / Cyfweliad
Profiad o'r diwydiant cynhyrchu cyfryngau, y maes digidol creadigol, cyfrifiadura neu sectorau perthnasol eraill.		X	Ffurflen Gais / Cyfweliad

Ymwybyddiaeth o safonau cyrff dyfarnu (e.e. CBAC, UAL neu gymhwyster cyfatebol)	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
Profiad o gefnogi dysgwyr gyda cheisiadau AU, ril gwaith, portffolios neu brosiectau terfynol.		X	Ffurflen Gais / Cyfweliad
Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu cadarn.	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. (i.e. 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
Y gallu i gyfrannu at ddarpariaeth cyrsiau galwedigaethol e.e. Celf a Dylunio, Ffotograffiaeth, Cyfrifiadura, Technoleg Cerdd.		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		Ffurflen Gais / Cyfweliad
Gallu i siarad Cymraeg	Cwrteisi ieithyddol		Ffurflen Gais / Cyfweliad
Llythrennedd Cymraeg	Cwrteisi ieithyddol		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 lechyd 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	37 awr yr wythnos 835 awr o oriau addysgu blyneddol - 24 i 26 o oriau addysgu bob wythnos. Hyd at 5 awr yr wythnos o weithio oddi ar y safle i'w gytuno â'r rheolwr.
Wythnosau gwaith	52 wythnos y flwyddyn
Gwyliau blyneddol	• 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 blyneddol.
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, Cynhaliath 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 Creative Media	
Programme area / Department	Computing & Creative Industries
Main site	Rhos on Sea and Rhyl
Salary	£32,303 - £49,934 per annum Point MG1 – UG3
Contract type	Permanent
Contract terms	Full Time
Reporting to	Programme Area Manager
Job purpose	
The successful applicant will be joining a high performing department within Coleg Llandrillo, part of Grŵp Llandrillo Menai. Media is part of the wider Computing and Creative Industries Programme Area at the college and includes A-level and vocational courses as well as Higher Education routes. The role will initially involve teaching A-level Media Studies programmes with a view to also contributing to our wider vocational offer depending on the skills and experiences of the successful candidate. We are currently, primarily based at the college's Rhos-on-Sea campus with some A-level teaching also taking place at our Rhyl campus. You would be joining a team who strive 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 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 in Media Production, Creative Media, Digital Technologies, or a closely related discipline.	X		Application form / Interview
Teaching qualification or willingness to gain within two years of appointment.	X		Application form / Interview
Master's degree or higher in a relevant Media field		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			
Demonstrable experience teaching both Media and Computing subjects in an FE/Sixth Form or HE environment.	X		Application form / Interview
Strong understanding of current industry tools and platforms, including Adobe Creative Suite (Premiere Pro, After Effects, Photoshop), web development (HTML/CSS/JavaScript), and basic programming principles	X		Application form / Interview
Ability to deliver across a range of areas, such as video production, media theory, creative computing, web development, and digital design.	X		Application form / Interview
Industry experience in media production, creative digital, computing, or related sectors.		X	Application form / Interview
Awareness of awarding body standards (e.g. WJEC, UAL, Pearson, or equivalent)	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
Experience supporting learners with HE applications, showreels, portfolios, or final projects		X	Application form / Interview
Good organisation, interpersonal and communication 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 (i.e. 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
Ability to contribute to delivering wider vocational courses e.g. Art & Design, Photography, Computing, Music Technology.		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		Application form / Interview
Welsh Speaking	Linguistic courtesy		Application form / Interview
Welsh Literacy	Linguistic courtesy		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	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 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.