

Swydd Ddisgrifiad: Darlithydd Plymwaith	
Maes Rhaglen / Adran	Adeiladwaith
Prif Safle	Llangefni
Cyflog	£21.72 - £33.57 yr awr sydd yn cynnwys lwfans gwyliau Pwynt MG1 – UG3 Hyd at 20 awr yr wythnos (Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd)
Y Math o Gytundeb	Dros Dro
Telerau'r Cytundeb	Talu fesul awr
Yn atebol i	Rheolwr Maes Rhaglen Adeiladwaith
Pwrpas y Swydd	
Mae Adran Adeiladwaith yn Coleg Menai yn adran flaengar sy'n cynnig cyrsiau mewn ystod o ddisgyblaethau. Mae addysgu a dysgu yn digwydd gyda mynediad at offer safonol y diwydiant ac mewn cyfleusterau modern. Rôl darlithydd mewn Plymwaith yw trefnu a chyflwyno sesiynau theori yn yr ystafell ddosbarth mewn Plymio i lefel 3 a phynciau ychwanegol cysylltiedig, megis dŵr poeth heb dyllau aer a gosod a chynnal a chadw nwy (paratoi dysgwyr ar gyfer asesiad ACS). Mae'r rôl hefyd yn ei gwneud yn ofynnol i'r ymgeisydd llwyddiannus addysgu sesiynau ymarferol mewn lleoliad gweithdy o bryd i'w gilydd a chynnal asesiad o waith dysgwyr, gallai hyn olygu mynd allan i'r gweithle i gynnal asesiad. Bydd darlithwyr hefyd yn cysylltu â'r Sefydliad Dyfarnu (City & Guilds) ac yn sicrhau bod ansawdd gwaith dysgwyr yn cael ei gynnal drwy weithgareddau sicrhau ansawdd mewnol. Mae'r rôl hefyd yn cynnwys arweinyddiaeth o fewn y tîm, fel bod aseswyr a hyfforddwyr yn gweithio ar yr un pynciau yn y gweithdy ag sy'n cael eu haddysgu mewn sesiynau theori. Yn ogystal â hyn, bydd angen cynnal sesiynau tiwtorial rheolaidd i sicrhau bod pob dysgwr ar y trywydd iawn ac i gyfoethogi eu hamser yn y coleg. Bydd darparu cyfleoedd i ddysgwyr gymryd rhan yng nghystadlaethau Cystadleuaeth Sgiliau Cymru ac World Skills hefyd yn rhan o'r rôl. Disgwyliadau allweddol y rôl: 1. Addysgu i safon uchel er mwyn creu cyfleoedd dysgu effeithiol ac er mwyn galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu. 2. Darparu profiadau allgyrsiol rhagorol i'n dysgwyr. 3. Cynnal safonau uchel y ddarpariaeth â'r gefnogaeth a roddir i'r dysgwyr. 4. Sicrhau bod polisiau a gweithdrefnau'r Grŵp yn cael ei dilyn. 5. Cefnogi dysgwyr i lwyddo er mwyn cyflawni eu targedau neu uwch gan herio ac ymestyn ein dysgwyr.	
Prif Ddyletswyddau a Chyfrifoldebau	
A: Asesu Anghenion Y Dysgwyr - A1. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig - A3. 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 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 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. 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 chysiau

D: Darparu cefnogaeth i ddysgwyr

- D1. 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

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

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			
Lefel 3 neu gymhwyster cyfatebol mewn maes perthnasol.	X		
Cymhwyster proffesiynol mewn maes perthnasol ac wedi cymhwyso i lefel HNC.		X	Ffurflen Gais
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster cyn pen 3 blynedd.	X		Ffurflen Gais / Cyfweliad
Cymhwyster asesu a Dilysu Mewnol neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Lleiafswm o 3 blynedd o brofiad diwydiannol mewn maes perthnasol	X		Ffurflen Gais / Cyfweliad
Profiad o addysgu Plymwaith i ddysgwyr llawn amser neu brentis		X	Ffurflen Gais / Cyfweliad
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
Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu neu barodrwydd i gyflawni o fewn blwyddyn.	X		Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Ffurflen Gais / Cyfweliad

Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu da.	X		Ffurflen Gais / Cyfweliad
Hyblygrwydd a sgiliau gweithio mewn tîm.	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl	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		Cyfweliad
Yn siarad Cymraeg	Canolradd		Cyfweliad
Llythrennedd Cymraeg	Canolradd		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 lechyd a Lles plant, pobl ifanc ac oedolion 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 GDG trwy wasanaeth diweddarau'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	Hyd at 20 awr yr wythnos ar gael (Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd) Bydd canran ychwanegol o rhwng 10% - 63.33% (yn amodol ar feini prawf) yn cael ei gymhwyso i'r oriau cytundebol a weithiwyd i adlewyrchu paratoi a marcio.		
Wythnosau Gweithio	Hyd at 35 wythnos yn ystod tymor yn unig		
Gwyliau Blynnyddol	Bydd hawl i wyliau â thâl pro rata ym mhob blwyddyn academiaidd (1 Medi i 31 Awst), sy'n cynnwys hawl pro-rata i 8 Gŵyl Banc a Gwyliau Cyhoeddus a welir fel arfer yng Nghymru a hawl pro-rata o hyd at 5 o wyliau effeithlonrwydd (sylwer y gall hyn newid yn flynyddol). Mae gwyliau blynnyddol yn deillio o hawl pro rata cyfwerth ag amser llawn o 46 diwrnod sydd wedi'i gynnwys yn y gyfradd fesul awr a delir.		
Pensiwn	Cynllun Pensiwn 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 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. Rhaid cael y sgriniadau iechyd a ganlyn ar gyfer y swydd hon: ● Gweithrediad yr Ysgyfaint (Sbirometreg) ● Clyw (Awdioleg) ● Dirgryniad Braich a Llaw (HAV) a Dirgryniad y Corff Cyfan (WBV) ● Croen

Job description: Lecturer in Plumbing	
Programme area / Department	Construction
Main site	Llangefni
Salary	£21.72 - £33.57 per hour inclusive of holiday pay Point MG1 – UG3 Up to 20 hours per week (Work pattern to be agreed dependant on availability)
Contract type	Temporary
Contract terms	Hourly Paid
Reporting to	Construction Programme Area Manager
Job purpose	
The Construction Department at Coleg Menai is a forward-thinking department offering courses in a range of construction disciplines. Teaching and learning take place with access to industry standard equipment and in modern facilities. The role of a Lecturer in Plumbing is to organise and deliver classroom theory sessions in Plastering to level 3 and associated additional topics, such as unvented hot water and gas installation and maintenance (preparing learners for ACS assessment). The role also requires the successful applicant to teach practical sessions in a workshop setting and carry out assessment of learners' work, this could involve going out to the workplace to carry out assessment. Lecturers will also liaise with the Awarding Organisation (City & Guilds) and ensure that the quality of learner work is maintained through internal quality assurance activities. The role also involves leadership within the team, so that assessors and instructors are working on the same topics in the workshop as are being taught in theory sessions. In addition to this, there will be regular tutorial sessions to ensure all learners are on track and to enrich their time at college. Providing opportunities for learners to take part in Skills Competition Wales, World Skills competitions will also fall under the role's remit. Key expectations of the role: 1. To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability. 2. Provide excellent extracurricular experiences for our learners. 3. Maintain the high standards of the provision with the support given to the learners. 4. Ensure that the Grŵp's policies and procedures are followed. 5. Supporting learners to succeed in order to achieve their targets or higher, challenging and stretching our learners.	
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			
Level 3 or equivalent qualification in a related area.	X		Application form
Professionally qualified in a relevant field and qualified to HNC level.		X	Application form
Teaching qualification or willingness to gain within 3 years of appointment	X		Application form / Interview
Assessor qualification and Internal Verifier qualifications or willingness to achieve within agreed period.	X		Application form / Interview
Knowledge and experience			
Minimum of 3 years industrial experience in relevant industry	X		Application form / Interview
Experience of teaching Plumbing to full time learners and apprentices.		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, or willingness to gain within a year of appointment.	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		Interview
Welsh Speaking	Intermediate		Interview
Welsh Literacy	Intermediate		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/db-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 20 hours per week available (Work pattern to be agreed dependant on availability) 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 during Term Time only		
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. This post is subject of the following health screening: ● Lung function (Spirometry) ● Hearing (Audiology) ● Hand Arm Vibration (HAV) and Whole Body Vibration (WBV) ● Skin