

Swydd Ddisgrifiad: Darlithydd Gwasanaethau Cyhoeddus	
Maes Rhaglen / Adran	Iechyd a Gofal, Chwaraeon a Gwasanaethau Cyhoeddus
Prif Safle	Llangefni
Cyflog	£22.58 - £34.91 yr awr sydd yn cynnwys lwfans gwyliau Pwynt MG1 – UG3 Hyd at 16 awr yr wythnos (Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd)
Y Math o Gontract	Dros dro
Telerau'r Contract	Talu fesul awr
Yn atebol i	Rheolwr Maes Rhaglen Iechyd a Gofal, Chwaraeon a Gwasanaethau Cyhoeddus
Pwrpas y Swydd	
Rydym yn ceisio penodi darlithwyr rhan-amser sy'n cael eu talu fesul awr mewn Gwasanaethau Cyhoeddus i gefnogi ein darpariaeth yn y maes twf hwn. Croesewir ceisiadau'n arbennig gan unigolion sydd â phrofiad diweddar o weithio yn y maes yma. Bydd y swydd yn caniatáu ichi ddod â'ch arbenigedd sector presenol a cael eich cefnogi i ddatblygu fel darlithydd addysg bellach, gydag arweiniad a chefnogaeth tîm o Arweinwyr Rhaglenni, Cydlynwyr a'r Mentoriaid sy'n arwain y ddarpariaeth o fewn yr adran. Byddai eich dyletswyddau'n cynnwys paratoi a chyflwyno darlithoedd deniadol ar gyfer ein dysgwyr, ynghyd â'r gwaith gweinyddu, asesu a sicrhau ansawdd sy'n gysylltiedig â hynny. Anogwn y defnydd o methodolegau 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 a gyflwnir. 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 mewn lleoliadau Gwasanaethau Cyhoeddus. Byddai gan ein hymgeisydd delfrydol brofiad blaenorol o addysgu a diwydiant. Fodd bynnag, rydym hefyd yn croesawu arbenigwyr yn y sector sy'n edrych i gymryd eu camau cyntaf i addysgu. Byddem yn fodlon ystyried ceisiadau gan ymgeiswyr a hoffai rannu swydd er mwyn gallu parhau i weithio'n ymarferol yn ochr yn ychr â chymryd swydd addysgu.	
Prif Ddyletswyddau a Chyfrifoldebau	
A: Asesu Anghenion Y Dysgwyr - Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig - Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig. - Sicrhau bod dysgwyr yn cofrestru gyda'r coleg a chyrrff dyfarnu B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu - Nodi canlyniadau dysgu a pharatoi Cynlluniau Gwaith a Chynlluniau Gwersi ar gyfer rhaglenni perthnasol yn unol â gofynion cyrrff dyfarnu a chanllawiau'r Grŵp. - Sicrhau bod sgiliau sylfaenol (hanfodol) yn cael eu hintegreiddio i'r rhaglen ddysgu fel y bo'r angen - 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 - 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
- D2. 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

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 Chydlynnydd Cwricwlwm.
- G2. Goruchwyllo 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 / gymhwyster cyfatebol, neu profiad sector sylweddol mewn maes perthnasol.	X		Ffurflen Gais
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster cyn pen 4 blynedd	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o addysgu/hyfforddi mewn maes perthnasol.		X	Ffurflen Gais / Cyfweliad
Dealltwriaeth o'r cymwysterau BTEC (Pearson) neu / ac NCCE		X	Ffurflen Gais / Cyfweliad
Y gallu i uniaethu â gwahanol ddysgwyr, ac ymrwymiad i gyfle cyfartal	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth o Arferion Adferol / Wedi'u Gwybod am Drawma		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phrïodweddau			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Cyfweliad
Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu da.	X		Cyfweliad
Hyblygrwydd a sgiliau gweithio mewn tîm.	X		Cyfweliad
Gofynion Ychwanegol			
Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl (e.e. caniatâd minibüs (D1))		X	Ffurflen Gais / Cyfweliad
Ymrwymadau 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		Asesiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Canolradd		Asesiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Canolradd		Asesiadau ar-lein / 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 gynig o gyflogaeth yn cynnwys cytundeb dan gontact 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 Mewnffudo 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 Dydd Llun – Dydd Gwener, yn ystod y dydd i lenwi absenoldebau staff. Patrwm gwaith i'w gytuno yn ddibynol ar argaeledd. Maer pwnc a lefel y ddarpariaeth yn seiliedig ar gymwysterau a phrofiad 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 gwaith	Yn ystod tymor y coleg
Gwyliau Blynyddol	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 blynyddol 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.

Job description: Lecturer in Public Services	
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 availability)
Contract type	Temporary
Contract terms	Part Time Hourly Paid
Reporting to	Health & Care, Sport and Public Services Programme Area Manager
Job purpose	
We are seeking to appoint part time hourly paid lecturers in Public Services to support our delivery of this growth area. Applications are particularly welcomed from individuals who have recent experience working in this sector. The role will allow you to bring your existing sector expertise and be supported to develop as a Further Education 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 learners; along with administration, assessment and quality assurance practices associated with these duties. We encourage the use of interactive teaching and learning methodologies, to engage and involve learners, bringing the learning to life. You will be able to share knowledge and examples from your experiences within the teaching and learning delivered. This will ensure learners are gaining an in-depth understanding and appreciation of the duties, challenges, joys and rewards of following a career in Public Services settings. Our ideal candidate would have both previous teaching and industry experience. We also welcome sector experts who are looking to take their first steps into teaching. We would be keen to consider candidates who wish to retain their current role in the sector, alongside taking up a teaching position with us, to maintain continuity of professional practice and relevant sector knowledge which can be shared with our learners to support them embark on their careers in this sector.	
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: 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 / equivalent qualification, or significant sector experience in a related area.	X		Application form
Teaching qualification or willingness to gain within 4 years of appointment	X		Application form / Interview
Knowledge and experience			
Experience of teaching in a related area.		X	Application form / Interview
Experience of BTEC(Pearson) and/or NCFE qualification delivery		X	Application form / Interview
Empathy with diverse learners and commitment to equal opportunities.	X		Application form / Interview
Understanding of Restorative / Trauma Informed Practice		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	Interview
Good organisation, interpersonal and communication skills.		X	Interview
Flexibility and team working skills.		X	Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role (e.g. Minibus D1 licence permissions)		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 a week Monday – Friday, during the day to cover staff absences. Work pattern to be agreed depending on availability. The subject and level of provision is based on qualifications and experience An additional percentage of between 10% - 63.33% (subject to criteria) will be applied to the contractual hours worked to reflect preparation and marking.
Working weeks	During the college term
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.