

**GWBODAETH YCHWANEGOL AM Y SWYDD/
ADDITIONAL IN INFORMATION ABOUT THE VACANCY**

<p>Teitl y Swydd/ Title of Post</p>	<p>DARLITHYDD CHWARAEON (GWAITH LLANW – SALWCH) LECTURER IN SPORTS (SICKNESS COVER)</p>
<p>Cyfadran / Faculty</p>	<p>CHWARAEON A GWASANAETHAU CYHOEDDUS SPORTS AND PUBLIC SERVICE</p>
<p>Math o Gytundeb/ Contract Type</p>	<p>CYTUNDEB RHAN AMSER A DELIR WRTH YR AWR/ PART TIME HOURLY PAID CONTRACT</p>
<p>Pwrpas y swydd (Pwnc/Lefel y cwrs) Job purpose (Subject/Level to be taught)</p>	<p>Cymysgedd o chwaraeon a gwasanaethau cyhoeddus ar lefelau 1-3. Modiwlau yn bennaf sy'n ymwneud â gweithgaredd corfforol, ffordd o fyw a gweithgaredd corfforol ar gyfer unigolion a grwpiau. Rhywfaint o anatomeg a ffisioleg. Bydd y rôl yn cynnwys arweinyddiaeth rhaglenni a thiworialau - grŵp ac 1: 1 - gall yr olaf fod ar-lein</p> <p>A mixture of sport and public services at levels 1-3. Predominantly modules covering physical activity and lifestyle and physical activity for individuals and groups. Some anatomy and physiology. The role will include programme leadership and tutorials – group and 1:1 – the latter may be online</p>
<p>Patrwm gwaith y swydd / Working pattern of Post</p>	<p>Dydd Mawrth, Dydd Mercher a Dydd Iau / Tuesday Wednesday Thursday</p> <p>Cytundeb dros dro am y cyfnod / Fixed Term contract for the period: 2/11/21 - 27/1/22 (l'w gadarnhau / to be confirmed)</p>
<p>Nifer o oriau sydd ar gael / Number of Hours available</p>	<p>Oriau cyswllt o gwmpas 15.5 awr yr wythnos Approx 15.5 contact hours per week</p>
<p>Lleoliad gwaith / Place of work</p>	<p>LLANDRILLO YN RHOS RHOS ON SEA</p>
<p>Hawliau pensiwn / Pension rights</p>	<p>CYNLLUN PENSIWN ATHRAWON TEACHERS PENSIONS AGENCY</p>

SWYDD DDISGRIFIAD

SWYDD:	DARLITHYDD CHWARAEON
STATWS:	A DELIR FESUL AWR (GWAITH LLANW-SALWCH)
GRADDFA:	GRADDFA DARLITHWYR - £18.03 - £27.87 YR AWR
LLEOLIAD:	CAMPWS LLANDRILLO-YN-RHOS

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 cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen
- A4. Cynnal asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu gymorth arbennig.
Anghenion
- A5. Sicrhau bod dysgwyr yn cael eu 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 cyrrff dyfarnu a chanllawiau'r Grŵp
- B2. Sicrhau bod llythrennedd a rhifedd / 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 yn 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 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 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 yn cynnwys gwerthuso modiwlau a chyrsgiau

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 gwerthuso 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 Cydlynnydd Cwricwlwm
G2. Goruchwylio arholiadau ac asesiadau yn ôl y galw

H: Cyfrifoldebau Cyfredinol

- 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:

Gofynion Hanfodol:

1. Gradd neu gymhwyster cyfwerth mewn maes perthnasol.
2. Cymhwyster addysgu neu dylent fod yn gweithio tuag at ei ennill.
3. Profiad o weithio mewn amgylchedd Addysg Bellach/Addysg Uwch..
4. Arbenigedd i gyflwyno'r pynciau ar amserlen yr aelod staff sydd ar gyfnod mamolaeth. Bydd hyn yn cynnwys addysgu grwpiau AB ar lefelau 1,2,3. Gall pynciau gynnwys anatomi, ffisioleg, maetheg, hyfforddiant a phrofi er mwyn gwella ffitrwydd.
5. Wedi cofrestru gyda Chyngor y Gweithlu Addysg (CGA)

6. Gallu defnyddio systemau a rhaglenni TG.
7. Dealltwriaeth o ddysgwyr amrywiol, ac ymrwymiad i gyfle cyfartal.
8. Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu cadarn.
9. Hyblygrwydd a sgiliau gweithio mewn tîm

Gofynion Dymunol:

1. Gwybodaeth a phrofiad o ddefnyddio technoleg dysgu.
2. Gradd uwch mewn maes perthnasol.
3. Gallu gyrru bws mini
4. Diddordeb ym maes Chwaraeon a phrofiad o gymryd rhan mewn Chwaraeon
5. Gallu addysgu drwy gyfrwng y Gymraeg a'r Saesneg.

JOB DESCRIPTION

- POST:** LECTURER IN SPORTS
- STATUS:** HOURLY PAID (SICKNESS COVER)
- GRADE:** LECTURER GRADE £18.03 - £27.87 PER HOUR
- LOCATION:** RHOS 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 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, 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 that may be required by the line manager, Executive Director or the Chief Executive.

PERSON SPECIFICATION:

Essential Requirements:

- 1. Degree or equivalent qualification in a related area.
- 2. Teaching qualification or working towards one.
- 3. Experience of working within an FE/HE environment.
- 4. Expertise to deliver the subjects on the timetable that has been assigned to the member of staff on maternity leave. This will involve teaching FE groups at levels 1,2,3. Subjects may include Anatomy, Physiology, Nutrition, Fitness Training and Testing
- 5. Registered with the Education Workforce Council (EWC)
- 6. Ability to use IT systems and applications.
- 7. Empathy with diverse learners and commitment to equal opportunities.
- 8. Good organisation, interpersonal and communication skills.
- 9. Flexibility and team working skills

Desirable Requirements:

1. Knowledge and experience of the use of learning technology.
2. A higher degree in a relevant area.
3. The ability to drive a minibus
4. Interest in Sport and experience in participating in Sport
5. Ability to teach through the medium of Welsh and English.