

**SWYDD DDISGRIFIAD**

**DARLITHYDD - TRYDANOL**

**PARHAOL**

**CYFLOG - £26,910 - £41, 597 Y FLWYDDYN**

**(yn ddibynnol ar gymysterau a phrofiad)**

**ORIAU – 37 AWR YR WYTHNOS**

**GWYLIAU – 46 DIWRNOD Y FLWYDDYN**

**CAMPWS PWLLHELI A DOLGELLAU**

**PWRPAS Y SWYDD**

Addysgu i safon uchel er mwyn creu cyfleoedd dysgu effeithiol ac er mwyn galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu. Mae disgwyl i’r darlithydd ddysgu ar gyrsiau perianneg lefel 3/4 ar safleoedd Pwllheli a Dolgellau

**PRIF DDYLETSWYDDAU**

**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 yn unol â safonnau proffesiynol y Cyngor Gweithlu Addysg.

**G: Dyletswyddau Penodol:**

G1. Ymgymryd â rôl Tiwtor Personol, Areweinydd 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, Prifathro Cynorthwyol neu'r Prif Weithredwr



# JOB DESCRIPTION

**LECTURER - ELECTRICAL**

**PERMANENT**

**SALARY - £26,910 - £41, 597 PER ANNUM**

**(Dependent on qualifications and experience)**

**HOURS – 37 HOURS PER WEEK**

**ANNUAL LEAVE – 46 DAYS PER ANNUM**

**PWLLHELI and DOLGELLAU 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. The lecturer is expected to teach on Level 3/4 engineering courses at both the Pwllheli and Dolgellau campus

## 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 appropriateE: 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 in line with the EWC professional standards

**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, assistant principal or the chief executive.



**MANYLEB Y PERSON - DARLITHYDD PEIRIANNEG TRYDANOL**

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|  | **Hanfodol** | **Dymunol** |
| Cymwysterau | * Cymhwyster Lefel 4 o leiaf yn un o'r meysydd a ganlyn: Peirianneg Trydanol, Electroneg, Trydanol, Afionig neu Systemau Trydan Cerbydau Modur * Cymhwyster dysgu neu’r parodrwydd i’w ennill o fewn 2 flynedd | * Wedi cymhwyso yn broffesiynol mewn maes perthnasol o Beirianneg. * Cymwysterau asesu a dilysu mewnol |
| Profiad | * 2 flynedd neu fwy o brofiad dysgu Peirianneg / Technoleg neu weithio yn y maes Peirianneg. | * Profiad dysgu Peirianneg / Technoleg o fewn y sector Addysg Bellach. * Profiad diweddar o ddysgu Peirianneg / Technoleg * Profiad diweddar o weithio yn y maes Peirianneg |
| Sgiliau Cyffredinol | * Sgiliau rhyngbersonol effeithiol * Sgiliau cyfathrebu rhagorol * Sgiliau trefniadaethol effeithiol * Sgiliau effeithiol mewn Technoleg Gwybodaeth | * Gallu defnyddio ystod o dechnegau TGD |
| Priodoleddau Personol | * Yn hyblyg ac yn ymatebol i newid * Hunan-hyderus * Yn ymatebol i anghenion amrywiaeth o ddysgwyr * Yn frwdfrydig ac â chymhelliant cryf * Sgiliau datrys problemau effeithiol * Ymrwymiad i weithio mewn Tîm |  |
| Sgiliau Ieithyddol |  | Gallu i gyfathrebu’n effeithiol yn y Gymraeg a’r Saesneg |

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**PERSON SPECIFICATION - LECTURER IN ELECTRICAL ENGINEERING**

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|  | **Essential** | **Desirable** |
| Qualifications | * A minimum of a Level 4 qualification in one of the following areas; Electrical Engineering, Electronics, Electrical, Avionics or Automotive Electrical Systems. * Teaching qualification or commitment to gaining it within two years | * Professionally qualified in a relevant field of Engineering * Assessing and internal verifying qualifications |
| Experience | * Two or more years of experience of; teaching Engineering/Technology or working within a field of Engineering | * Experience of teaching Engineering/Technology within the Further Education sector * Recent experience of teaching Engineering/Technology * Recent experience of working within a field of Engineering |
| General skills | * Effective interpersonal skills * Excellent communication skills * Effective organisational skills * Effective IT user skills | * Able to use a range of ILT skills |
| Personal Attributes | * Flexible and responsive to change * Self-confident * Responsive to the needs of a variety of learners * Enthusiastic and self-motivated * Effective problem solving and troubleshooting skills * Commitment to Team working |  |
| Linguistic skills |  | Ability to communicate effectively in both Welsh and English |