



SWYDD DDISGRIFIAD

DARLITHYDD MEWN PEIRIANNEG (Llawn Amser, parhaol)

Oriau Gwaith – 37 awr yr wythnos

Hawl i Wyliau – 46 diwrnod y flwyddyn yn ogystal â Gŵyl y Banc ac hyd at 5 diwrnod o ddiwrnodau effeithlonrwydd

**CYFLOG - £26,910 - £41,597 y flwyddyn
(Yn dibynnu ar gymwysterau a phrofiad)**

CAMPWS LLANGEFNI

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.
- 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 cyrff 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 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 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 chyrtsiau

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 academiaidd, a chyfeirio at lwybrau cefnogaeth addas fel y bo'n briodol

E: Aseu canlyniadau dysgu a chyflawniadau dysgwyr

- E1. Cynllunio strategaethau aseu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
- E2. Defnyddio amrywiaeth o ddulliau aseu 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. 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 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 ac asesiadau yn 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 atebol, y pennaeth cynorthwyol neu'r prif weithredwr.



JOB DESCRIPTION

LECTURER IN ENGINEERING (Full Time, permanent)

Hours of Work – 37 hours per week

Holiday entitlement – 46 days per annum in addition to Bank Holidays and up to 5 efficiency days

**SALARY – £26,910 - £41,597 per annum
(Dependant on qualifications and experience)**

LLANGEFNI 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, 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.

DARLITHYDD MEWN PEIRIANNEG (Llawn Amser)

MANYLEB DEILIAD Y SWYDD

	Hanfodol	Dymunol
Cymwysterau	<p>O leiaf HNC neu gymhwyster Lefel 4. Dylai'r cymhwyster fod mewn Peirianeg neu ym maes Technoleg e.e. Dylunio Cynnyrch, Technoleg Cerbydau Modur, Peirianeg Drydanol, Peirianeg Fecanyddol ac ati.</p> <p>Ymrwymiad i ennill Tystysgrif Addysg neu TAR mewn dwy flynedd (os nad oes gennych gymhwyster addysgu eisoes).</p>	<p>Gradd neu gymhwyster Lefel 6 mewn Peirianeg neu bwnc technolegol.</p> <p>Tystysgrif Addysg neu gymhwyster TAR</p> <p>Cymwysterau asesu a dilysu mewnol</p>
Profiad	Dysgu neu hyfforddi eraill mewn Peirianeg neu bwnc technolegol, mewn ysgol, coleg neu weithle.	Dysgu mathemateg a gwyddoniaeth mewn coleg AB hyd at HNC (Lefel 4) neu Radd (Lefel 6).
Sgiliau cyffredinol	Sgiliau rhyngpersonol da Sgiliau cyfathrebu da Sgiliau TG da Sgiliau da o ran gweithio mewn tîm	Profiad o ddefnyddio meddalwedd TG neu gyfarpar penodol i'r maes.
Nodweddion Personol	Hyblyg ac ymatebol i newid Hunanhyderus Gallu i ymateb i anghenion amrywiaeth o ddysgwyr Brwdfrydig a hunanysgogol	
Sgiliau ieithyddol	Yn gallu cyfathrebu'n effeithiol, ac wedi ymrwymo i ddatblygu sgiliau Cymraeg.	Yn gallu addysgu yn y Gymraeg a'r Saesneg.

LECTURER IN ENGINEERING (Full Time)

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>An HNC or Level 4 qualification, as a minimum. The qualification should be in Engineering or a Technology based subject e.g. Product Design, Vehicle Technology, Electrical Engineering, Mechanical Engineering etc.</p> <p>Commitment to achieve a Certificate of Education or PGCE within two years (if a teaching qualification is not already held).</p>	<p>A Degree or Level 6 qualification in an Engineering or Technology based subject.</p> <p>A Certificate of Education or PGCE Qualification</p> <p>Assessor and internal verifier qualifications.</p>
Experience	Teaching or training others in an Engineering or Technology subject and in a school, college or place of work.	Teaching maths & science in a FE college to HNC (Level 4) or Degree (Level 6).
General skills	<p>Good interpersonal skills.</p> <p>Good organisational skills.</p> <p>Good IT skills.</p> <p>Good team working skills.</p>	Experience with industry specific IT software or equipment.
Personal Attributes	<p>Flexible and responsive to change.</p> <p>Self-confident.</p> <p>Responsive to a variety of learner needs.</p> <p>Enthusiastic and self-motivated.</p>	
Linguistic skills	Ability to communicate effectively with a commitment to develop Welsh Language skills.	Ability to teach in both Welsh and English.