

SWYDD DDISGRIFIAD

TEITL Y SWYDD:	RHEOLWR MAES RHAGLEN
CYFRIFOLDEB PENODOL:	CYFRIFIADURA A DIWYDIANNAU CREADIGOL
CYFLOG:	GRADDFA RHEOLAETH 7-9 £51,017 - £53,805 Y FLWYDDYN
LLEOLIAD:	CAMPWS LLANDRILLO-YN-RHOS
YN ATEBOL I'R:	PENNAETH CYNORTHWYOL

Fel rheolwr yng Ngrŵp Llandrillo Menai, byddwch yn ymrwymo i weledigaeth eang y Grŵp sef:

- Bod yn ddarparwr addysgu a dysgu rhagorol
- Darparu patrwm o addysg ddwyieithog a gydnabyddir ledled Ewrop
- Ysgogi'r economi leol drwy rwydwaith o Ganolfannau Rhagoriaeth galwedigaethol
- Bod yn ganolbwynt ar gyfer gweithio mewn partneriaeth ag Addysg Uwch, ysgolion a chymunedau.

ROLAU ALLWEDDOL

Arweinyddiaeth Academiaidd

- 1 Cynllunio rhaglen flynyddol eang a chydlynol, sy'n rhoi gwerth am arian, ar gyfer Cyfrifiadura a Diwydiannau Creadigol
 - 2 Sicrhau bod y ddarpariaeth yn cwrdd ag anghenion dysgwyr sy'n mynd ymlaen i fyd gwaith neu i ddilyn cwrs uwch.
 - 3 Cynnal trefn o wella ansawdd parhaus drwy ddefnyddio System Sicrhau Ansawdd y Grŵp, drwy fonitro cyrhaeddiad, a chyfraddau cadw myfyrwyr, cyflawni targedau'n barhaus, ac ymateb yn effeithiol i faterion a nodwyd drwy broses hunanasesu'r Maes Rhaglen.
 - 4 Ysgogi a gweithredu newid a gwelliant mewn gwasanaethau o fewn y maes rhaglen Cyfrifiadura a Diwydiannau Creadigol.
 - 5 Sicrhau cyfle a gwasanaeth cyfartal i'r holl staff a'r dysgwyr o fewn yr adran Cyfrifiadura a Diwydiannau Creadigol/
 - 6 Hyrwyddo dwyieithrwydd yn y ddarpariaeth a'r gwasanaethau yn unol â Chynllun Iaith Gymraeg y Grŵp
 - 7 Annog y defnydd o strategaethau dysgu, addysgu ac asesu arloesol gan gynnwys defnyddio technoleg dysgu i ysbrydoli ac annog dysgwyr.
 - 8 Annog a hyrwyddo dysgu ac addysgu effeithiol ac adfyfyriol drwy esiampl, cefnogaeth a chynghor, gan gynnwys lledaenu arfer da.
 - 9 Sicrhau bod trefniadau cynefino ar gyfer dysgwyr, cyfarfodydd gyda thiwtoriaid personol, gosod targedau, adroddiadau cynnydd, a strategaethau eraill sy'n gysylltiedig â'r cwricwlwm, yn cael eu gweithredu yn unol â pholisïau cyfredol y Grŵp.
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Rheoli Staff

1. Cymryd rhan yn y broses o recriwtio, dewis a chynefino staff gyda'r nod o sicrhau bod y Grŵp yn cyflogi ac yn cadw staff cymwys a phrofiadol.
2. Cynllunio a monitro datblygiad staff yn unol â'u cytundebau, sicrhau gwerth am arian a'r gwasanaeth gorau posibl i ddysgwyr a chyflogwyr
3. Rheoli perfformiad staff gan gynnwys cynnal adolygiadau cyfnod prawf, arsylwi, arfarnu a chynnig cefnogaeth pan fo angen er mwyn sicrhau bod staff yn perfformio hyd eithaf eu gallu.
4. Hyrwyddo hyfforddiant a datblygiad staff yn unol ag amcanion corfforaethol.
5. Creu a meithrin timau academiaidd a chefnogi busnes effeithiol a sicrhau bod cyfarfodydd tîm yn cael eu cynnal yn rheolaidd er mwyn lledaenu gwybodaeth a gweithredu fel fforymau trafod
6. Sicrhau bod cysylltiad effeithiol rhwng tiwtoriaid personol, tiwtoriaid pwnc a'r timau cefnogi Sgiliau Hanfodol.

Rheoli Adnoddau

1. Cymryd rhan ym mhroses gynllunio'r Maes Rhaglen, gan gynnwys cynllunio'r gyllideb sydd wedi'i neilltuo ar gyfer Maes Rhaglen Cyfrifiadura a Diwydiannau Creadigol a datblygiad cynllun gweithredu'r coleg.
2. Sicrhau bod y Maes Rhaglen Cyfrifiadura a Diwydiannau Creadigol yn cynnig gwerth am arian a bod gwariant yn cadw o fewn cyfyngiadau cyllidebol yn unol â threfniadau a systemau cyllidol y Grŵp.
3. Trafod gyda'r Adran Ystadau a'r Gwasanaethau TGCh er mwyn sicrhau bod yr adeiladau/ystafelloedd a'r offer yn effeithiol, yn cael eu cynnal a'u cadw, ac yn addas at y diben.
4. Bod yn gyfrifol am sicrhau bod y staff yn cadw at y safonau a'r rheoliadau iechyd a diogelwch yn y meysydd sydd o dan eich rheolaeth
5. Sicrhau bod maint y grwpiau dysgu'n cael eu trefnu yn y modd gorau posibl er mwyn gwneud defnydd effeithiol o ystafelloedd, staff ac offer, gan gysylltu â rheolwyr rhaglenni eraill ar draws y Grŵp fel y bo'n briodol.
6. Mewn cydweithrediad â'r Gofrestrfa, sicrhau bod yr holl fyfyrwyr wedi'u cofnodi'n gywir ar y System Gwybodaeth Reoli (MIS) a bod y cofnodion cyrhaeddiad yn gyfredol.
7. Sicrhau bod pob cofrestr yn gyfredol yn unol â pholisï'r Grŵp.
8. Ymgymryd â chyfrifoldebau rheoli campws - lle y bo'n briodol

Cyfrifoldebau corfforaethol a phersonol

1. Cynnal safon uchel o ymddygiad proffesiynol a bod yn batrwm i staff a dysgwyr
 2. Ymateb i faterion sy'n ymwneud â disgyblaeth myfyrwyr, yn unol â pholisïau a threfnau'r Grŵp
 3. Cyfrannu i'r broses gynllunio strategol a gweithredol
 4. Datblygu partneriaethau a chysylltiadau eraill rhwng y Maes Rhaglen, busnesau a rhanddeiliaid eraill er budd dysgwyr, i hyrwyddo'r cwricwlwm ac i wella cysylltiadau cyhoeddus a gweithgareddau masnachol.
 5. Cysylltu â'r tîm Cyngor ac Arweiniad a'r tîm Marchnata yng nghyd-destun ymholiadau, cyfweiliadau a hybu'r cwricwlwm
 6. Datblygu, cynnal a chydlynu'r gwaith o ddatblygu deunydd cyhoeddusrwydd a marchnata a chynrychioli'r Maes Rhaglen mewn digwyddiadau marchnata
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7. Cynnal cyswllt personol â dosbarthiadau am hyd at 200 awr bob blwyddyn.
8. Cymryd rhan yn y broses o Adolygu Perfformiad y Grŵp, gyda'r nod o wella eich perfformiad eich hun yn barhaus, a diweddarau eich sgiliau a'ch gwybodaeth.
9. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais y rheolwr llinell, y Pennaeth neu'r Prif Weithredwr.

MANYLEB DEILIAD Y SWYDD

TEITL Y SWYDD RHEOLWR MAES RHAGLEN CYFRIFIADURA A DIWYDIANNAU CREADIGOL

	HANFODOL	DYMUNOL
Addysg / Cymwysterau	Cymwysterau academiaidd i leiafswm o radd anrhydedd dda neu gymhwyster cywerth yn ogystal â chymhwyster addysgu cydnabyddedig	Cymhwyster ôl-radd mewn maes academiaidd cysylltiedig. Cymhwyster ym maes rheoli.
Profiad	Profiad addysgu sylweddol mewn maes perthnasol. Profiad o reoli cyrsiau neu arwain tîm.	Profiad neu wybodaeth o gyflwyno a rheoli Addysg Uwch mewn sefydliad Addysg Bellach.
Sgiliau	Sgiliau rhyngpersonol a chyfathrebu ardderchog Y gallu i ymdrin yn effeithiol â staff ar bob lefel, dysgwyr a chleientiaid allanol Y gallu i gyflawni targedau a rheoli cyllidebau dirprwyedig Defnyddiwr cymwys o becynnau TG.	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.
Nodweddion personol	Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus Yn cyflwyno a threfnu'r cwricwlwm mewn modd arloesol. Yn aelod brwdfrydig o'r tîm a fydd yn mabwysiadu dulliau arloesol a hyblyg, er mwyn creu'r amgylchedd gorau posib ar gyfer addysgu a dysgu rhagorol	Ymrwymiad i ddefnyddio a datblygu Technoleg Dysgu.
Gwybodaeth	Dealltwriaeth o rôl ESTYN yn y sector addysg	Gwybodaeth am faterion sy'n ymwneud â'r Adolygiad Cymwysterau presennol a'u goblygiadau o ran y sectorau yn eu cyfanrwydd.

JOB DESCRIPTION

POST TITLE:	PROGRAMME AREA MANAGER
SPECIFIC RESPONSIBILITY:	COMPUTING & CREATIVE INDUSTRIES
SALARY:	MANAGEMENT SCALE 7-9 £51,017 - £53,805 PER ANNUM
LOCATION:	RHOS CAMPUS
REPORTING TO:	ASSISTANT PRINCIPAL

As a manager within Grŵp Llandrillo-Menai you will be committed to the overarching vision for the Grŵp which is to be:

- A provider of excellent teaching and learning.
- An exemplar deliverer of bilingual education – recognised across Europe.
- An economic driver of the local economy with a network of vocational Centres of Excellence.
- A hub for partnership working with HE, schools and communities.

KEY ROLES

Academic Leadership

- 1 Plan a broad, coherent and cost effective annual programme for Computing & Creative Industries
- 2 ensuring that provision meets the needs of learners progressing to further study or employment.
- 3 Create a culture of continuous quality improvement through the application of Grŵp Quality Assurance procedures, regular monitoring of performance in attainment, retention and successful completion against target and an active response to issues identified through the Programme Area self-assessment process.
- 4 Initiate and implement change and an improvement of services within Computing & Creative Industries.
- 5 Ensure equality of opportunity and service for all staff and learners.
- 6 Promote bilingualism within provision and services in line with the Grŵp's Welsh Language Plan.
- 7 Encourage the use of innovative teaching, learning and assessment strategies including the use of learning technology to inspire and motivate learners.
- 8 Encourage and promote effective and reflective teaching and learning through example, support and advice, including the dissemination of good practice.
- 9 Ensure that learner induction, personal tutorials, target setting, progress reports and other curriculum related strategies are carried out in accordance with Grŵp policy.

Management of Staff

1. Take part in the recruitment, selection and induction of staff with the aim of ensuring the Grŵp engages and retains appropriately qualified and experienced staff.
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2. Plan and monitor the deployment of staff in line with their contractual agreements, ensuring value for money and the best possible service to learners and employers.
3. Manage the performance of staff including carrying out probationary reviews, observations, and appraisals, providing support as required, to ensure all staff are able to maximise their performance.
4. Promote the training and development of staff to support the achievement of corporate objectives.
5. Build and develop effective academic and business support teams and ensure regular team meetings take place to enable the effective dissemination of information and to act as a forum for discussion.
6. Ensure there is effective liaison between personal and subject tutors and the learning support and Essential Skills support teams.

Management of Resources

1. Take part in the planning process for the Programme Area including planning of any budget devolved to the Computing & Creative Industries Programme Area and the development of the college operational plan.
2. Ensure that the Computing & Creative Industries Programme Area provides value for money and spend remains within allocated budgets in line with the Grŵp's financial regulations and systems.
3. Liaise with Estates and ICT services to ensure accommodation and equipment is effective, maintained and fit for purpose.
4. Take responsibility for ensuring that health and safety standards and regulations are adhered to within your span of control.
5. Ensure learner group sizes are optimised to ensure effective utilisation of staff, rooms and equipment, liaising with other programme managers across the Grŵp as appropriate.
6. In liaison with registry ensure that all students are correctly recorded on the MIS system and that attainment recording is up to date.
7. Ensure all registers are kept up to date in line with Grŵp policy.
8. Undertake campus management responsibility – where relevant.

Corporate and personal responsibilities

1. Maintain high standards of professional conduct and act as a role model to staff and learners.
 2. Respond to learner disciplinary matters in line with Grŵp policies and procedures.
 3. Contribute to the strategic and operational planning process.
 4. Develop partnerships and other links between the Programme Area, business and other stakeholders for the benefit of learners, to promote the curriculum and to enhance public relations and commercial activity.
 5. Liaise with the Advice and Guidance and Marketing teams in the context of enquiries, interviews and promotion of the curriculum.
 6. Maintain and coordinate the development of publicity and marketing materials and represent the Programme Area at marketing events.
 7. Maintain a personal class contact commitment of up to 200 hrs per year.
 8. Participate in the Grŵp's Performance Review process with the aim of continuously improving own performance and updating skills and knowledge.
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9. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Principal or the Chief Executive.

PERSON SPECIFICATION

JOB TITLE **COMPUTING & CREATIVE INDUSTRIES PROGRAMME AREA MANAGER**

	ESSENTIAL	DESIRABLE
Education/ Qualifications	1. Academic qualifications to a minimum of a good honours degree or equivalent together with a recognised teaching qualification.	1. A post-graduate qualification in a related academic subject. 2. A management qualification.
Experience	2. Significant teaching experience in a related area. 3. Course management or team leadership experience	3. Experience or knowledge of delivering and managing HE in an FE environment.
Skills	4. Excellent interpersonal skills and communication skills. 5. The ability to deal effectively with staff at all levels, learners and external clients. 6. Ability to meet targets and manage delegated budgets. 7. Competent user of IT packages.	4. The ability to communicate through the medium of Welsh.
Personal attributes	8. Commitment to further and continuous personal and professional development. 9. An innovative approach to curriculum delivery and organisation. 10. An enthusiastic team member who will adopt innovative and flexible approaches, to provide the optimum environment for excellent teaching and learning.	5. A commitment to the use and development of Learning Technology.
Knowledge	11. An understanding of the role of ESTYN within the education sector.	6. Knowledge of the issues around the current Qualifications Review and their implications for the sectors as a whole.
