

SWYDD DDISGRIFIAD

SWYDD: GORUCHWYLYDD SGILIAU YMARFEROL – GWAITH BRICS

STATWS: LLAWN AMSER, PARHAOL

GRADDFA: GRADDFA 6 - £26,817 - £28,613 y flwyddyn

Pwrpas y Swydd

Gydag arweiniad a chyfarwyddyd cyffredinol gan y staff darlithio, bydd y Goruchwylydd Sgiliau Ymarferol yn cynnal sesiynau ymarferol i grwpiau o ddysgwyr mewn gweithdy ymarferol. Fel rheol, bob blwyddyn academiaidd, bydd amserlen y Goruchwylydd Sgiliau Ymarferol yn cynnwys 1000 awr o gyswllt uniongyrchol gyda dysgwyr, ac o leiaf 500 awr o oruchwyllo dosbarthiadau mewn gweithdy. Mae dysgwyr sy'n cael eu recriwtio i'r rhaglenni hyn fel arfer ar NVQ Lefel 2 (h.y. Lefel TGAU).

Yn rhan o'r swydd hefyd, bydd y Goruchwylydd Sgiliau Ymarferol yn darparu cefnogaeth i ddysgwyr drwy olrhain ac asesu cynnydd dysgwyr. Byddai hyn yn cynnwys darparu hyfforddiant, asesu (yn cynnwys asesu ar safleoedd) a, lle bo'n briodol, gwirio gwaith dysgwyr i sicrhau eu bod yn cwblhau'r hyfforddiant yn foddhaol ac yn ennill y cymhwyster y maent yn anelu ato. Mae'n hanfodol fod deilydd y swydd yn sicrhau bod yr holl ddogfennau priodol yn cael eu cwblhau a'u cyflwyno'n gywir ac mewn pryd.

PRIF DASGAU

1. Cynnal sesiynau sgiliau/cymwyseddau ymarferol mewn gweithdy a/neu yn y gweithle.
2. Asesu a chofnodi cynnydd dysgwyr ar y campws, ac yn y gweithle yn achos dysgwyr seiliedig ar waith, yn unol â systemau olrhain ac ansawdd y Grŵp a dilyn gweithdrefnau gweinyddu ac asesu yn unol â gofynion cyrff dyfarnu.
3. Rheoli siwrne ddysgu'r dysgwyr seiliedig ar waith sydd yn eich llwyth achosion (asesiad NVQ, sicrhau bod ganddynt y cymwysterau TGAU priodol ar y dechrau neu drefnu cynnal sesiynau Sgiliau Hanfodol, cynnal adolygiadau gan ddefnyddio *OneFile* neu system arall a fabwysiadwyd gan y Grŵp, cynnal asesuadau risg yn y gweithle, ac ati...).
4. Rhoi adborth ac arweiniad i ddysgwyr er mwyn ategu ac atgyfnerthu eu dysgu
5. Cadw disgyblaeth briodol a sicrhau bod y dysgwyr yn dilyn arferion iechyd, diogelwch a lles da mewn gweithdai.
6. Paratoi defnyddiau, offer a chyfarpar, a manau gwaith ar gyfer sesiynau ymarferol y dysgwyr, gan sicrhau eu bod yn cydymffurfio â gofynion iechyd a Diogelwch ac ag arferion amgylcheddol y cytunwyd arnynt.

7. Pan na fydd myfyrwyr/hyfforddeion yn y coleg, bydd y sawl a benodir yn cynnal a chadw'r gweithdy, offer, cyfarpar a pheiriannau.
8. Cynorthwyo gyda gweithgareddau marchnata a recriwtio ac ymgymryd â datblygiad staff fel y bo'n briodol.

GWEITHGAREDDAU'R SWYDD

1. Hyfforddi a goruchwyllo myfyrwyr mewn gweithdy ymarferol

- 1.1 Dangos i'r dysgwyr (a staff fel y bo angen) sut mae defnyddio cyfarpar a defnyddiau'n ddiogel a chywir a'u cynghori, eu cynorthwyo a'u goruchwyllo.
- 1.2 Cynghori, cynorthwyo a goruchwyllo dysgwyr o ran gosod a defnyddio cyfarpar a phrosesau'n ddiogel a chywir.
- 1.3 Cynghori a chynorthwyo dysgwyr i feithrin sgiliau a fydd yn eu galluogi i gwblhau eu gwaith ymarferol a'u gwaith portffolio.
- 1.4 Goruchwyllo dysgwyr sy'n gweithio ar brosiect arferol neu sy'n gwneud aseiniad a osodwyd gan ddarlithwyr neu'r rheolwr llinell.
- 1.5 Hyfforddi a goruchwyllo dysgwyr sydd ag anghenion penodol er mwyn helpu i sicrhau eu bod i gyd yn cael eu cynnwys yn y dosbarthiadau ymarferol. Cynorthwyo eraill i ddyfeisio a defnyddio rhaglenni penodol a deilwriwyd yn benodol.
- 1.6 Goruchwyllo dysgwyr sy'n gwneud gweithgareddau arbenigol mewn amgylchedd gwaith go iawn neu un ffug yn y coleg.
- 1.7 Cynorthwyo a goruchwyllo Ymgeiswyr NVQ/Prentisiaid/Hyfforddeion, a dysgwyr sydd ar brofiad gwaith (yn ôl y galw).

2. Asesu gwaith ymarferol myfyrwyr

- 2.1. Asesu'n ffurfiol neu'n anffurfiol ddysgwyr unigol neu hyfforddeion mewn lleoliad profiad gwaith go iawn neu un ffug/yn y gweithle neu yn y coleg, a rhoi gwybod i ddarlithwyr a rheolwr llinell ar lafar am gynnydd y dysgwyr.
- 2.2. Cadw cofnodion asesu'n unol â gweithdrefnau'r Grŵp.
- 2.3. Cysylltu â darlithwyr perthnasol, arweinwyr tîm a'r rheolwr llinell ynghylch asesu gwaith ymarferol dysgwyr.
- 2.4. Monitro profiad gwaith dysgwyr yn ffurfiol, gan gynnwys unrhyw elfennau y mae gofyn eu hasesu yn y gweithle.

- 2.5. Asesu dysgwyr yn y gweithle a chysylltu â chyflogwyr perthnasol yn y gweithle er mwyn i'r dysgwyr ymgymryd â'r tasgau angenrheidiol.
- 2.6. Chwarae rhan yn y trefnau Gwirio Mewnol ac Allanol, gan ddarparu gwybodaeth ar eu cyfer.
- 2.7. Cyfeirio pryderon ynghylch cynnydd neu les cyffredinol dysgwyr i'r darlithydd neu reolwyr y rhaglen fel y cytunwyd.

3. Cymryd rhan mewn cydlynu a datblygu rhaglenni.

- 3.1 Cymryd rhan yng Nghyfarfodydd Tîm y Rhaglen
- 3.2 Cynorthwyo arweinwyr cyrsiau i gynhyrchu cynlluniau gwaith fel y bo'n briodol (yn dibynnu ar anghenion grwpiau unigol o ddysgwyr).
- 3.3 Cynhyrchu amserlenni asesu, taflenni gwybodaeth, taflenni aseiniadau ac adnoddau eraill fel y bo'r galw.
- 3.4 Gwneud y gwaith gweinyddol perthnasol yn ymwneud â gweithgareddau ymarferol myfyrwyr e.e. llenwi cofrestrau, cofnodi gwaith, rhoi gwybod am absenoldebau, adroddiadau cynnydd ffurfiol ac anffurfiol ac adroddiadau cyrhaeddiad, data ystadegol ac ati.
- 3.5 Cymryd rhan mewn gweithdrefnau adolygu asesiadau ansawdd.
- 3.6 Cymryd rhan ym mhwyllgorau'r Grŵp neu grwpiau sy'n datblygu neu'n adolygu rhaglenni ym maes arbenigedd deilydd y swydd.

4. Gweithio gydag eraill er mwyn defnyddio, trwsio a chynnal a chadw cyfarpar a chynnal a chadw'r gweithdy.

- 4.1. Mewn cytundeb â Rheolwr y Rhaglen a chan weithio gyda staff perthnasol yn y Maes Rhaglen, addasu cynllun y gweithdy'n uniongyrchol neu drwy baratoi cynllun/y gofynion o ran gwasanaethau.
- 4.2. Edrych beth yw cyflwr peiriannau a chyfarpar, gweithio gyda staff perthnasol i'w glanhau a'u trwsio os yw'n bosibl, a'u gwaredu os nad yw'n bosibl.
- 4.3. Cynnal neu addasu cyfarpar a'u trwsio os yw'n briodol, gyda chymorth technegwyr.
- 4.4. Rhoi gwybod i staff perthnasol am y gofynion o ran profi offer trydanol cludadwy.
- 4.5. Gweithio gyda staff perthnasol i drefnu bod gwneuthurwyr/cyflenwyr yn trwsio cyfarpar arbenigol.
- 4.6 Gweithio'r holl beiriannau yn ôl y galw – gan gydymffurfio â rheoliadau a gweithdrefnau lechyd a Diogelwch cyfredol.

4.7 Gweithio gyda staff perthnasol er mwyn adleoli peiriannau neu gyfarpar.

5 Cyflawni swyddogaethau iechyd a diogelwch.

5.1 Rhoi gwybod am beryglon a diffygion a chynnig cymorth i staff yr Ystadau a'r Swyddog Iechyd a Diogelwch pan fo angen, gan gynnwys cynorthwyo gydag archwiliadau, darparu gwybodaeth a chasglu data.

5.2 Gydag arweiniad swyddogion iechyd a diogelwch os oes angen, bod yn Asesydd COSHH mewn gweithdai, ymorol am daflenni Data ynghylch Peryglon; cynnal a chofnodi'r asesiadau; rhoi mesurau rheoli ar waith a chyfeirio pryderon i sylw rheolwr llinell neu aelod staff perthnasol.

5.3 Gydag arweiniad swyddogion iechyd a diogelwch os oes angen, asesu risgiau'n unol â deddfau cyfredol, cynnal a chofnodi'r asesiadau, rhoi mesurau rheoli ar waith a chyfeirio pryderon i sylw Rheolwr y Rhaglen neu aelod priodol o staff y coleg neu'r gweithle.

5.4 Gweithio gyda'r staff perthnasol i gynhyrchu ac arddangos rheolau iechyd a Diogelwch yn y gweithdy a chyfarwyddiadau ar sut i ddefnyddio cyfarpar y gweithdy'n ddiogel.

5.5 Cadw ardaloedd a chynnwys y gweithdy'n ddiogel h.y. cyfarpar a defnyddiau.

6. Dyletswyddau eraill

6.1 Ymgymryd ag unrhyw ddyletswyddau eraill sy'n berthnasol i'r swydd, gyda chytundeb Rheolwr y Maes Rhaglen

Gofynion hanfodol:

1. Profiad blaenorol o weithio gyda phrentisiaid ym maes gosod brics a/neu'r sector adeiladu'n gyffredinol, a diddordeb brwd mewn hyfforddi prentisiaid.

2. Profiad blaenorol ym maes gosod brics a/neu'r sector adeiladu'n gyffredinol.

3. Meddu ar gymwysterau asesu a dilysu mewnol perthnasol, neu'n barod i weithio tuag at eu hennill o fewn 12 mis.

4. Wedi cofrestru gyda Chyngor y Gweithlu Addysg (CGA) neu'n barod i wneud hynny.

5. Yn meddu ar gymhwyster NVQ 3 galwedigaethol mewn gwaith brics.

6. Bod yn drefnus a chywir gyda'r gallu i roi sylw i fanylion mewn prosesau gweinyddu a monitro.

7. Meddu ar gymwysterau iechyd a diogelwch a chymorth cyntaf, neu'n barod i'w hennill o fewn 12 mis.

8. Gallu defnyddio systemau cyfrifiadurol.

9. Gallu teithio rhwng safleoedd sy'n rhan o'r Rhwydwaith Dysgu ac at gyflogwyr.

Gofynion dymunol:

1. Y gallu i gyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg.
2. Bydd yr ymgeisydd delfrydol yn osodwr brics cymwysedig ac yn meddu ar gymwysterau mewn crefftau eraill.
3. Meddu ar gymhwyster Lefel 3 mewn Cefnogi Sgiliau Hanfodol, neu'n barod i ennill y cymhwyster
4. Cefnogi a datblygu sgiliau llythrennedd oedolion a/neu sgiliau rhifedd/digidol.

JOB DESCRIPTION

POST: PRACTICAL SKILLS SUPERVISOR - BRICKWORK

STATUS: FULL-TIME, PERMANENT

GRADE: SCALE 6 - £26,817 - £28,613 per annum

Job Purpose

Under the general guidance and direction of lecturing staff the Practical Skills Supervisor will deliver practical sessions to groups of learners within a practical workshop environment. Typically, the Practical Skills Supervisor will be timetabled for up to 1000 hours in each academic year for direct contact with learners and with a minimum of 500 hours per annum of class supervision in a practical workshop setting. Learners recruited to these programmes are usually at NVQ Level 2 (i.e. GCSE Level).

As part of the role the Practical Skills Supervisor will also provide support to lecturers by tracking and assessing learner progress. This would include providing training, undertaking assessment (to include on site assessments) and where appropriate verification of learners' work to ensure the satisfactory completion of training and the attainment of the qualification pursued. It is essential to the role that the post holder ensures the accurate and timely completion and submission of all appropriate documentation.

MAIN TASKS

1. Deliver practical skills/competencies in both workshop and/or workplace settings.
2. Assess and record learner progress on campus as well as in the workplace for work-based learners, in accordance with Grŵp tracking and quality systems and to undertake administration and assessment procedures in line with awarding body requirements.
3. Manage the learning journey of the work-based learners in your caseload (NVQ assessment, ensuring they have the appropriate GCSE qualification on entry or arrange for Essential Skills sessions to take place, carry out reviews using OneFile or any other system adopted by the Grŵp, carry out risk assessments of the workplace, etc...).
4. Provide feedback and guidance to learners to support and reinforce their learning.
5. Maintain appropriate standards of discipline and to ensure good workshop practice in relation to health, safety and welfare by learners.
6. Prepare materials, tools and equipment, workplaces and workstations for practical learner sessions ensuring compliance with agreed Health and Safety and environmental practices.

7. At times when there are no students/trainees present at the college, the post holder will undertake duties associated with the maintenance and upkeep of the workshop environment and tools, equipment and machinery.
8. Assist in marketing and recruitment activities and to undertake staff development as appropriate.

JOB ACTIVITIES

1. Instructs and supervise students in practical workshop setting

- 1.1 Demonstrate safe and correct use of equipment and materials to learners (and staff as necessary) and advises, assists and supervises.
- 1.2 Advise, assist and supervise learners in setting up and operating equipment and processes safely and correctly.
- 1.3 Advise and assist learners to develop skills that will enable them to complete their practical and portfolio work.
- 1.4 Supervise learners undertaking practical project or assignment work set by lecturers or the line manager.
- 1.5 Instruct and supervise learners who have specific needs to help ensure that all are integrated into practical classes. Assists others to devise and implement customised programmes.
- 1.6 Supervise learners carrying out specialist activities in simulated or actual work environments within the college setting.
- 1.7 Assist and supervise Workplace NVQ Candidates/ Apprentices/Trainees, and learners on work placements (as required).

2. Assesses students' practical work

- 2.1. Formally or informally assesses individual learners or work placement trainees in either real or simulated work experience/ in the workplace or college setting; and orally advises lecturers and line managers of learner progress.
- 2.2. Maintain assessment records in accordance with Grŵp procedures.
- 2.3. Liaise with relevant lecturers, team leaders and the line manager in the assessment of learners' practical work.
- 2.4. Carry out formal monitoring of learners work placement including any elements of work-based assessments required.

- 2.5. Carry out work-based assessment with learners and liaise with relevant employees in the workplace to undertake necessary tasks.
- 2.6. Provide information for and co-operate in the internal and external verification procedures.
- 2.7. Refer concerns regarding learner progress or general welfare concerns to the lecturer or programme manager as agreed.

3. Participates in co-ordination and development of programmes.

- 3.1 Participate in Programme Team meetings.
- 3.2 Assist course leaders to produce schemes of work as appropriate – (depending on needs of individual groups of learners).
- 3.3 Produce assessment schedules, handouts, assignment sheets or other resources as necessary.
- 3.4 Carry out all related administration work in connection with the practical activities of learners e.g. registers, record of work, reporting absences, formal and informal progress and attainment reports, statistical data etc.
- 3.5 Participate in quality assessment review procedures.
- 3.6 Participate in any Grŵp committee or group developing or reviewing programmes within the post-holder's area of expertise.

4. Working with others to operate, repair and maintain equipment and maintain workshop areas.

- 4.1. In agreement with the Programme Manager and working with relevant staff within the Programme Area modify workshop layout directly or by preparing layout / services requirements.
- 4.2. Visually checks condition of machinery and equipment, work with relevant staff to clean and repair if possible, and discards if not.
- 4.3. Maintains or adjusts equipment and carries repairs if appropriate with assistance from technicians.
- 4.4. Report requirements for testing portable electrical equipment to relevant staff.
- 4.5. Working with relevant staff to arrange for specialist equipment repairs by manufacturers/ suppliers.

4.6 Operate all machinery as required – adhering to current Health and Safety Regulations and procedures.

4.7 Work with relevant staff to re-locate machinery or equipment.

5 Carries out health, safety and security functions.

5.1 Report hazards and defects and provides assistance to Estates staff and Health and Safety Officer when required, including assisting with inspections; supplying information and gathering data.

5.2 With guidance from health & safety officers as necessary, act as COSHH Assessor for workshops, obtain Hazard Data sheets; carry out and record the assessments; implement control measures and refer concerns to line manager or relevant staff.

5.3 With guidance from health & safety officers where necessary, undertake risk assessments in accordance with under current legislation, carry out and record the assessments, implement control measures and refer concerns to Programme Manager or appropriate staff within college or in the workplace.

5.4 Work with relevant staff to produce and display Workshop Health and Safety rules and Safe Operation instructions on workshop equipment.

5.5 Maintain safety and security of workshop areas and contents i.e. equipment and materials.

6. Other duties

6.1 Undertake any other duties that are relevant to the post in agreement with the Programme Area Manager

Essential requirements:

1. Previous experience of working with apprentices in bricklaying and/or the general construction sector and a keen interest in training apprentices.

2. Relevant experience in bricklaying and/or the general construction sector.

3. Hold relevant assessor and internal verifier's qualifications or work towards achieving it within 12 months.

4. Registered with the Education Workforce Council (EWC) or willingness to do so.

5. Hold an occupational related NVQ 3 in bricklaying.

6. Be well-organised and accurate with attention to detail in administration and monitoring processes.

7. To hold, or achieve within 12 months, a health and safety, and first aid qualification
8. Be able to use computer systems.
9. Be able to travel between sites within the Learning Network and to employers' premises.

Desirable requirements

1. The ability to communicate through the medium of Welsh and English.
2. The ideal applicant will be a qualified bricklayer and hold other trade qualifications.
3. In possession of or willingness to obtain Level 3 Supporting Essential Skills qualification
4. Support and develop adult literacy and/or numeracy/digital skills.