Swydd Ddisgrifiad: Mentor Datblygiad Proffesiynol-Addysgu Dwyieithog	
Maes Rhaglen / Adran	Sgiliaith, Datblygu Dwyieithrwydd a Chydraddoldeb
Prif Safle	I'w drafod
Cyflog	£32,303.72 - £49,934.18 y flwyddyn Darlithydd Graddfa MG1 - UG3
Y Math o Gontract	Dros Dro – Cyfnod Mamolaeth
Telerau'r Contract	Llawn Amser
Yn atebol i	Rheolwr Sgiliaith, Datblygu Dwyieithrwydd a Chydraddoldeb

Pwrpas y Swydd

Bydd deiliad y swydd yn gyfrifol am ddarparu hyfforddiant a mentora, yn bennaf i ymarferwyr ym maes addysg ôl-14, gan gynnwys ysgolion, colegau addysg bellach a darparwyr prentisiaethau, ar agweddau o addysgu dwyieithog.

Prif Ddyletswyddau a Chyfrifoldebau

1. Arweinydd rhaglen Modiwl MA Methodoleg Addysg Dwyieithog Sgiliaith
2. Cyfrannu at gynllunio amrywiaeth o gyrsiau datblygiad proffesiynol ym maes addysgu ac asesu'n ddwyieithog.
3. Cyfrannu at hyfforddi a darparu adnoddau ar gyfer ymarferwyr (ee Pecyn Cymorth Ymarferol ar Ddwyieithrwydd, Cynllun Cymraeg Gwaith, cyrsiau TAOR colegau unigol, cyrsiau Methodolegau Addysgu Dwyieithog)
4. Cymryd cyfrifoldeb am fentora staff, yn unigol ac mewn grwpiau, ar agweddau o addysgu neu asesu'n dwyieithog
5. Cyfrannu at drafodaethau gyda sefydliadau am anghenion datblygiad proffesiynol staff ym maes addysgu ac asesu'n dwyieithog
6. Hyrwyddo a marchnata'r cyrsiau hyfforddi a'r rhaglen fentora a recriwtio ymarferwyr i gymryd rhan
7. Cyflawni targedau a darparu gwybodaeth am gynnydd tuag at dargedau yn ôl yr angen
8. Cydweithio'n agos a'r Coleg Cymraeg Cenedlaethol a mynychu cyfarfodydd monitro rheolaidd
9. Cyfrannu at brosiectau eraill yn ôl y gofyn
10. Cydweithio'n effeithiol gydag aelodau o dîm Sgiliaith a mynychu cyfarfodydd tîm yn ôl yr angen
11. Cynrychioli Sgiliaith mewn cyfarfodydd a fforymau mewnol ac allanol yn ôl yr angen
12. Unrhyw ddyletswyddau rhesymol eraill sy'n gydnaws â'r swydd ar gais Pennaeth Sgiliaith

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Wedi derbyn addysg i lefel gradd neu gymhwyster proffesiynol gyfatebol	X		Ffurflen Gais
Meddu ar gymhwyster TAOR neu arall	X		Ffurflen Gais
Gwybodaeth a Phrofiad			
Profiad o addysgu neu asesu mewn cyd-destun dwyieithog	X		Ffurflen Gais / Cyfweliad
Profiad o addysgu neu gefnogi dwyieithrwydd mewn cyd-destun dwyieithog		X	Ffurflen Gais/ Cyfweliad
Profiad o addysgu ar ddarpariaeth hyfforddi ymarferwyr (TAOR neu arall)		X	Ffurflen Gais
Profiad ac arbenigedd mewn datblygu rhaglenni addysg		X	Ffurflen Gais
Sgiliau a Phriodweddau			
Brwdfrydedd i hyrwyddo’r iaith Gymraeg	X		Ffurflen Gais
Y gallu i gyfathrebu’n broffesiynol ac yn gywir yn Gymraeg a Saesneg ar lafar ac yn ysgrifenedig	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu’n effeithiol mewn sawl cyd-destun o fewn y sector Addysg Bellach yng Nghymru	X		Ffurflen Gais / Cyfweliad
Hyfedredd mewn TG	X		Ffurflen Gais
Y gallu i weithio’n hyblyg ac i berfformio’n dda o dan bwysau	X		Ffurflen Gais
Yn meddu ar hunan gymhelliad, y gallu i weithio ar eich menter eich hun, a defnyddio’ch amser yn effeithiol	X		Ffurflen Gais / Cyfweliad
Parodrwydd i dderbyn hyfforddiant perthnasol yn ôl y galw	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Yn gallu teithio o amgylch De Cymru, yn ôl yr angen; yn meddu ar drwydded yrru ddilys gyfredol ac â defnydd cerbyd	X		Ffurflen Gais / Cyfweliad

Sgiliau Cymraeg		
Dealltwriaeth o'r Gymraeg	Uwch	Cyfweliad
Yn siarad Cymraeg	Uwch	Cyfweliad
Llythrennedd Cymraeg	Uwch	Cyfweliad

Gofynion Gorfodol
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp. Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyr 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth diweddaru'r DBS yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service. O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r Telerau a'r Amodau	
Oriau Gwaith	37 awr yr wythnos
Wythnos Waith	52 wythnos y flwyddyn
Gwyliau Blynyddol	• 46 diwrnod y flwyddyn (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.
Pensiwn	Cynllun Pensiwn Athrawon
Teithio	Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Professional Development Mentor-Bilingual Teaching	
Programme area / Department	Sgiliaith, Bilingual Development, Equality and Diversity
Main site	To be discussed
Salary	£32,303.72 - £49,934.18 per annum Lecturer Scale MG1 - UG3
Contract type	Temporary – Maternity Cover
Contract terms	Full Time
Reporting to	Sgiliaith, Bilingual Development, Equality and Diversity Manager

Job purpose

The post holder is responsible for the delivery of training and mentoring, primarily for practitioners in post-14 education, including schools, further education colleges, and apprenticeship providers, on aspects of bilingual teaching.

Main duties and responsibilities

1. Programme Lead for the Sgiliaith Bilingual Education Methodology MA Module.
2. Contribute to planning a variety of professional development courses in bilingual teaching and assessing
3. Contribute to practitioner training and the provision of resources (eg Practical Toolkit on Bilingualism, Cymraeg Gwaith Scheme, individual college PGCE courses, Bilingual Teaching Methodologies courses)
4. Take responsibility for mentoring staff, individually and in groups, on aspects of bilingual teaching and assessing
5. Contribute to discussions with establishments about professional development needs in bilingual teaching and assessing
6. Promote and market the training courses and the mentoring program and recruit practitioners to participate
7. Achieve targets and provide information on progress towards targets as required
8. Collaborate closely with the Coleg Cymraeg Cenedlaethol and attend regular monitoring meetings
9. Contribute to other projects as required
10. Collaborate effectively with members of the Sgiliaith team and attend team meetings as required
11. Represent Sgiliaith in internal and external meetings and forums as required
12. Any other duties which are compatible with the post, at the request of the Head of Sgiliaith

Person specification	Essential	Desirable	Assessment method
Qualifications			
Educated to degree level or equivalent professional qualification	X		Application form
Relevant teaching qualification	X		Application form
Knowledge and experience			
Experience of teaching or assessing in a bilingual context	X		Application form / Interview
Experience of teaching or supporting bilingualism in a bilingual context		X	Application form / Interview
Experience of teaching on practitioner training provision (PGCE or other)		X	Application form
Experience and expertise in developing educational programmes		X	Application form
Skills and attributes			
Enthusiasm to promote the use of Welsh	X		Application form
Ability to communicate professionally and accurately in Welsh and English, both orally and in writing	X		Application form / Interview
The ability to communicate effectively in a range of situations within the Further Education sector in Wales	X		Application form / Interview
Competency in IT	X		Application form
Able to work flexibly and perform well under pressure	X		Application form
Self-motivated, able to act on own initiative and manage own time effectively	X		Application form / Interview
Willingness to receive relevant training as required	X		Application form / Interview
Additional requirements			
Able to travel across South Wales, as necessary; in possession of a current valid driving licence and have access to a car	X		Ffurflen Gais / Cyfweliad
Welsh language skills			
Welsh Understanding	Advanced		Interview

Welsh Speaking	Advanced	Interview
Welsh Literacy	Advanced	Interview

Mandatory requirements

In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.

The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.

Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.

Summary of the terms and conditions

Working hours	37 hours per week
Working weeks	52 weeks per year
Annual leave	• 46 days leave per annum (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above. • Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Teachers' Pension Scheme
Travel	Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy. Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.