



Mentor Datblygiad Proffesiynol – Addysgu Dwyieithog

Professional Development Mentor – Bilingual Teaching

Yn atebol i:	Pennaeth Sgiliaith
Answerable to:	Head of Sgiliaith
Cyflog:	Graddfa darlithydd / Lecturer grade
Salary:	£26,910 - £41,597
Math o gytundeb:	Llawn Amser, Parhaol
Contract Type:	Full Time, Permanent
Lleoliad:	I'w drafod (Croesawir yn benodol ymgeiswyr sydd wedi eu lleoli yn Ne Cymru, ond gellir lleoli'r swydd yn unrhyw le yng Nghymru. Dylai deilydd y swydd fod yn barod i deithio i bob coleg Addysg Bellach yng Nghymru ac yn enwedig ar draws y De.)
Location:	To be discussed (Applicants based in South Wales are particularly welcome, but the position can be located anywhere in Wales. The post holder should be prepared to travel to all Further Education colleges in Wales and especially across South Wales.)

Disgrifiad cyffredinol

Bydd deiliad y swydd yn gyfrifol am ddarparu hyfforddiant a mentora, yn bennaf i ymarferwyr ym maes addysg ôl-14 ar agweddau o addysgu dwyieithog.

General description

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

Dyletswyddau a chyfrifoldebau

- Cyfrannu at gynllunio amrywiaeth o gyrsgau datblygiad proffesiynol ym maes addysgu dwyieithog
- Cyfrannu at hyfforddi a darparu adnoddau ar

Duties and responsibilities

- Contribute to planning a variety of professional development courses in bilingual teaching
- Contribute to practitioner training and the

gyfer ymarferwyr (ee Pecyn Cymorth Ymarferol ar Ddwylieithrwydd, Cynllun Cymraeg Gwaith, cyrsiau TAOR colegau unigol, cyrsiau Methodolegau Addysgu Dwyieithog)

provision of resources (eg Practical Toolkit on Bilingualism, Cymraeg Gwaith Scheme, individual college PGCE courses, Bilingual Teaching Methodologies courses)

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| <ul style="list-style-type: none"> • Cymryd cyfrifoldeb am fentora staff, yn unigol ac mewn grwpiau, ar agweddau o addysgu dwyieithog • Cyfrannu at drafodaethau gyda sefydliadau am anghenion datblygiad proffesiynol staff ym maes addysgu dwyieithog • Cyfrannu at brosiectau ymchwil yn ôl y gofyn • Cydweithio'n effeithiol gydag aelodau o dîm Sgiliaith a mynychu cyfarfodydd tîm yn ôl yr angen • Cadw mewn cysylltiad â thîm Sgiliaith er mwyn hyrwyddo a marchnata cyrsiau yn ôl y gofyn • Ymgymryd â rôl Rheolwr Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd a Chydlynnydd Cwricwlwm • Unrhyw ddyletswyddau rhesymol eraill sy'n gydnavs â'r swydd ar gais Pennaeth Sgiliaith | <ul style="list-style-type: none"> • Take responsibility for mentoring staff, individually and in groups, on aspects of bilingual teaching • Contribute to discussions with establishments about professional development needs in bilingual teaching • Contribute to research projects as required • Collaborate effectively with members of the Sgiliaith team and attend team meetings as required • Keep in contact with the Sgiliaith team in order to promote and market courses as appropriate • Undertake the role of Personal Tutor, Programme Leader, Internal Verifier and, if agreed with the programme manager, Lead Verifier or Curriculum Co-ordinator • Any other duties which are compatible with the post, at the request of the Head of Sgiliaith |
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Disgrifiad person

Person specification

Hanfodol

Essential

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| <ul style="list-style-type: none"> • Brwdfrydedd i hyrwyddo'r iaith Gymraeg • Wedi derbyn addysg i lefel gradd neu gymhwyster proffesiynol gyfatebol • Meddu ar gymhwyster TAOR neu arall • Profiad o addysgu mewn cyd-destun dwyieithog • Y gallu i gyfathrebu'n broffesiynol ac yn gywir yn Gymraeg a Saesneg ar lafar ac yn ysgrifenedig | <ul style="list-style-type: none"> • Enthusiasm to promote the use of Welsh • Educated to degree level or equivalent professional qualification • Relevant teaching qualification • Experience of teaching in a bilingual context • Ability to communicate professionally and accurately in Welsh and English, both orally and in writing |
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- Y gallu i gyfathrebu'n effeithiol mewn sawl cyd-destun o fewn y sector Addysg Bellach yng Nghymru
- Hyfedredd mewn TG
- Yn gallu teithio o amgylch De Cymru, yn ôl yr angen; yn meddu ar drwydded yrru ddilys gyfredol ac â defnydd cerbyd
- Y gallu i weithio'n hyblyg ac i berfformio'n dda o dan bwysau
- Yn meddu ar hunan gymhelliad, y gallu i weithio ar eich menter eich hun, a defnyddio'ch amser yn effeithiol
- Parodrwydd i dderbyn hyfforddiant perthnasol yn ôl y galw

- The ability to communicate effectively in a range of situations within the Further Education sector in Wales
- Competency in IT
- Able to travel across South Wales, as necessary; in possession of a current valid driving licence and have access to a car
- Able to work flexibly and perform well under pressure
- Self-motivated, able to act on own initiative and manage own time effectively
- Willingness to receive relevant training as required

Dymunol

- Profiad o addysgu ar ddarpariaeth hyfforddi ymarferwyr (TAOR neu arall)
- Profiad ac arbenigedd mewn datblygu rhaglenni addysg

Desirable

- Experience of teaching on practitioner training provision (PGCE or other)
- Experience and expertise in developing educational programmes