Swydd Ddisgrifiad: Rheolwr Maes Rhaglen	
Maes Rhaglen / Adran	Adeiladwaith
Prif Safle	Llangefni
Cyflog	£60,188.32 - £63,477.80 y flwyddyn Graddfa Rheoli - Pwynt 7 - 9
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser
Yn atebol i	Pennaeth Cynorthwyol

Pwrpas y Swydd

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.

Prif Ddyletswyddau a Chyfrifoldebau

ROLAU ALLWEDDOL

Arweinyddiaeth Academaidd

1. Cynllunio rhaglen flynyddol eang a chydlynol, sy'n rhoi gwerth am arian, ar gyfer y maes rhaglen gan sicrhau bod y ddarpariaeth yn cwrdd ag anghenion dysgwyr sy'n mynd ymlaen i fyd gwaith neu i ddilyn cwrs uwch.
2. 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.
3. Ysgogi a gweithredu newid a gwelliant mewn gwasanaethau o fewn y maes rhaglen.
4. Sicrhau cyfle a gwasanaeth cyfartal i'r holl staff a'r dysgwyr.
5. Hyrwyddo dwyieithrwydd yn y ddarpariaeth a'r gwasanaethau yn unol â Chynllun Iaith Gymraeg y Grŵp
6. Annog y defnydd o strategaethau dysgu, addysgu ac asesu arloesol gan gynnwys defnyddio technoleg dysgu i ysbrydoli ac annog dysgwyr.
7. Annog a hyrwyddo dysgu ac addysgu effeithiol ac adfyfyriol drwy esiampl, cefnogaeth a chyngor, gan gynnwys lledaenu arfer da.
8. 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.

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 academaidd 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 a datblygiad cynllun gweithredu'r coleg.
2. Sicrhau bod y Maes Rhaglen 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 pholisi'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, cyfweliadau 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
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 diweddaru 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	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymwysterau academaidd i leiafswm o radd anrhydedd dda mewn maes perthnasol neu gymhwyster cyfwerth yn ogystal â chymhwyster addysgu cydnabyddedig	X		Ffurflen Gais
Cymhwyster ôl-radd mewn maes academaidd cysylltiedig.		X	Ffurflen Gais
Cymhwyster ym maes rheoli.		X	Ffurflen Gais
Gwybodaeth a Phrofiad			
Profiad addysgu sylweddol mewn maes perthnasol.	X		Ffurflen Gais / Cyfweliad

Profiad o reoli cyrsiau neu arwain tîm.	X		Ffurflen Gais / Cyfweliad
Profiad neu wybodaeth o gyflwyno a rheoli Addysg Uwch mewn sefydliad Addysg Bellach.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau rhyngbersonol a sgiliau cyfathrebu rhagorol.	X		Ffurflen Gais / Cyfweliad
Y gallu i ymdrin yn effeithiol â staff ar bob lefel, yn ogystal â dysgwyr a chleientiaid allanol.	X		Ffurflen Gais / Cyfweliad
Y gallu i gyrraedd targedau a rheoli cyllidebau dirprwyedig.	X		Ffurflen Gais / Cyfweliad
Defnyddiwr cymwys o becynnau TG	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Dealltwriaeth o rôl ESTYN yn y sector addysg.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth am faterion sy'n ymwneud â'r Adolygiad Cymwysterau presennol a'u goblygiadau o ran y sectorau yn eu cyfanrwydd.		X	Ffurflen Gais / Cyfweliad
Dealltwriaeth o sector Peirianneg a'r datblygiadau yn y maes yn lleol, rhanbarthol ac yn genedlaethol.		X	Ffurflen Gais / Cyfweliad

Sgiliau Cymraeg		
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs		
Dealltwriaeth o'r Gymraeg	Uwch	Cyfweliad
Yn siarad Cymraeg	Uwch	Cyfweliad
Llythrennedd Cymraeg	Uwch	Cyfweliad
Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.		

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 GDG trwy wasanaeth diweddaru'r GDG 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 o wythnosau'r flwyddyn
Gwyliau Blynyddol	• 37 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 (https://www.teacherspensions.co.uk/) yn dibynnu ar ofynion addysgu'r rôl.
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: Programme Area Manager	
Programme area / Department	Construction
Main site	Llangefni
Salary	£60,188.32 - £63,477.80 per annum Management Scale - Points 7 – 9
Contract type	Permanent
Contract terms	Full Time
Reporting to	Assistant Principal

Job purpose

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.

Main duties and responsibilities

KEY ROLES

Academic Leadership

1. Plan a broad, coherent and cost effective annual programme for Programme Area ensuring that provision meets the needs of learners progressing to further study or employment.
2. 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.
3. Initiate and implement change and an improvement of services within the Programme Area.
4. Ensure equality of opportunity and service for all staff and learners.
5. Promote bilingualism within provision and services in line with the Grŵp's Welsh Language Plan.
6. Encourage the use of innovative teaching, learning and assessment strategies including the use of learning technology to inspire and motivate learners.
7. Encourage and promote effective and reflective teaching and learning through example, support and advice, including the dissemination of good practice.
8. 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.
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 Programme Area and the development of the college operational plan.
2. Ensure that the Construction 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.
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	Essential	Desirable	Assessment method
Qualifications			
Academic qualifications to a minimum of a good honours degree or equivalent together with a recognised teaching qualification.	X		Application form
A post-graduate qualification in a related academic subject.		X	Application form
A management qualification		X	Application form
Knowledge and experience			
Significant teaching experience in a related area	X		Application form / Interview
Course management or team leadership experience	X		Application form / Interview
Experience or knowledge of delivering and managing HE in an FE environment.		X	Application form / Interview

Skills and attributes			
Excellent interpersonal skills and communication skills.	X		Application form / Interview
The ability to deal effectively with staff at all levels, learners and external clients.	X		Application form / Interview
Ability to meet targets and manage delegated budgets.	X		Application form / Interview
Competent user of IT packages	X		Application form / Interview
Additional requirements			
An understanding of the role of ESTYN within the education sector	X		Application form / Interview
Knowledge of the issues around the current Qualifications Review and their implications for the sectors as a whole		X	Application form / Interview
An understanding of the engineering sector and aware of local, regional and national development		X	Application form / Interview

Welsh language skills		
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs		
Welsh Understanding	Advanced	Interview
Welsh Speaking	Advanced	Interview
Welsh Literacy	Advanced	Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.		

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	• 37 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 (https://www.teacherspensions.co.uk/)

	dependent upon teaching requirements of the role
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.