

Swydd Ddisgrifiad:	
Swyddog Arbenigol Anawsterau Dysgu Penodol Trefniadau Mynediad Arholiadau dan Hyfforddiant	
Maes Rhaglen / Adran	Anghenion Dysgu Ychwanegol
Prif Safle	I'w gytuno
Cyflog	£8,797 - £9,546 y flwyddyn Cymorth Busnes Graddfa 5 Pwynt 25 - 28
Y Math o Contract	Dros Dro, hyd at 31/07/2026
Telerau'r Contract	Amser Tymor
Yn atebol i	Cyfarwyddwr ADY y Grŵp
Pwrrpas y Swydd	
Gweithio fel aelod o'r Tîm Anghenion Dysgu Ychwanegol i asesu dysgwyr sydd angen trefniadau mynediad arholiadau, gan weithio tuag at ystod o gymwysterau o fewn addysg bellach. Mae cymorth sy'n canolbwyntio ar yr unigolyn yn elfen hollbwysig o'r rôl, yn ogystal â chydweithio â staff addysgu, staff cymorth busnes, Gyrfa Cymru ac asiantaethau allanol. Efallai y bydd angen rhywfaint o waith gyda'r nos a gweithio ar ddydd Sadwrn, a bydd amser rhydd i wneud iawn am hynny yn ystod yr wythnos.	
Prif Ddyletswyddau a Chyfrifoldebau	
Cyfrifoldebau Cyffredinol y Coleg 1. Cyfrannu'n effeithiol at ddarparu profiad addysgol a hyfforddiant o ansawdd uchel i bob dysgwr, gan ddarparu gwasanaethau mewn ffordd sy'n briodol ac yn ymatebol ac sy'n dangos y safon uchaf o ofal cwsmer. 2. Bod yn ymwybodol o, a gweithio yn unol â holl bolisiâu, gweithdrefnau, arferion gwaith a rheoliadau'r coleg fel y bo'n berthnasol. Yn benodol i gydymffurfio â Chynllun Cydraddoldeb Sengl Grŵp Llandrillo-Menai, Polisi Diogelu, Rheoliadau Ariannol, Polisi Iechyd a Diogelwch a Chod Ymddygiad. 3. Ymgymryd â dyletswyddau eraill y gall fod eu hangen yn rhesymol yn ystod cyfnodau prysur y broses dderbyn. 4. Ymgymryd â hyfforddiant a datblygiad staff priodol i gefnogi darpariaeth effeithiol o ddyletswyddau a gwasanaethau. Cyfrifoldebau Allweddol • Gweithio gyda'r tîm ADY er mwyn nodi dysgwyr sydd angen asesiad arbenigol • Cyfrannu at gasglu a chydlynu tystiolaeth sydd ei hangen ar gyfer ceisiadau trefniadau mynediad • Paratoi dogfennau ar gyfer cynnal asesiadau diagnostig cynhwysfawr priodol i bennu cymhwysedd dysgwyr ar gyfer Trefniadau Mynediad, yn unol â chanllawiau'r CGC. • Darparu pwynt cyswllt ar gyfer ymholiadau a phryderon yn ymwneud â threfniadau mynediad • Defnyddio systemau coleg priodol ar gyfer sicrhau bod gwybodaeth asesu, canlyniadau a chynnydd dysgwyr yn cael eu cofnodi'n gywir a'u lledaenu'n briodol • Cefnogi'r Swyddog Arbenigol Anawsterau Dysgu Penodol Trefniadau Mynediad Arholiadau i sicrhau bod dysgwyr yn cael eu hasesu ar gyfer trefniadau mynediad arholiadau a pharatoi'n rhannol Ffurflen 8 yn unol â chanllawiau'r CGC • Cydgysylltu â staff y cwricwlwm ynghylch anghenion trefniadau mynediad arholiadau dysgwyr unigol. • Rhannu canlyniadau asesu ac adborth gyda dysgwyr a staff addysgu • Bod yn ymwybodol o'r rheoliadau trefniadau mynediad cyfredol a dilyn hyfforddiant priodol sy'n berthnasol i'r swydd er mwyn cynnal statws tystysgrif ymarfer.	

- Cefnogi'r coleg i asesu dysgwyr sy'n gwneud cais am y Lwfans Myfyrwyr Anabl
- Gweithio'n agos gydag ADY, tiwtoriaid cwricwlwm a thimau Arholiadau i sicrhau bod anghenion asesu ac arholiadau dysgwyr yn cael eu cefnogi'n briodol.
- Cyngori staff addysgu ar arfer gorau i gefnogi eu dysgwyr ag Anghenion Dysgu Penodol
- Darparu cymorth a chynghor arbenigol i ddysgwyr ag Anghenion Dysgu Penodol
- Cynnig sesiynau hyfforddi ar adegau strategol drwy gydol y flwyddyn ar yr angen am drefniadau mynediad a'u cymhwyso
- Cynnig cymorth i AD ar gyfer atgyfeiriadau Staff y Grŵp.
- Ymgymryd ag unrhyw ddyletswyddau eraill a chydymffurfio â chyfarwyddyd rhesymol yn unol â chais eich rheolwr llinell, Cyfarwyddwr neu Uwch Gyfarwyddwr.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymwys i lefel gradd neu gyfwerth.	X		Ffurflen Gais / Cyfweliad
Ymroddiad i gwblhau o fewn 12 mis cymhwyster L7 Ymarfer Asesu (Assessment Practising Certificate).	X		Ffurflen Gais / Cyfweliad
Cymhwyster Hyfforddi Athrawon Cydnabyddedig		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o weithio gyda dysgwyr ag Anghenion Dysgu Penodol.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth gynhwysfawr am gymorth arbenigol a sut i wneud y mwyaf o'i effaith er mwyn gwella cyfraddau cadw a chyrhaeddiad myfyrwyr.	X		Ffurflen Gais / Cyfweliad
Profiad profedig o ddatblygu adnoddau a strategaethau i gefnogi dysgwyr ag anawsterau dysgu penodol.	X		Ffurflen Gais / Cyfweliad
Sgiliau a Phrionddau			
Cwblhau adroddiadau ar gyfer cyrff dyfarnu neu gyrff eraill â diddordeb.	X		Ffurflen Gais / Cyfweliad
Sgiliau ysgrifenedig rhagorol ac arddull ysgrifennu proffesiynol i gynhyrchu adroddiadau asesu diagnostig.	X		Ffurflen Gais / Cyfweliad
Sgiliau TG da, gan gynnwys prosesu geiriau.	X		Ffurflen Gais / Cyfweliad
Sgiliau rhyngpersonol a chyfathrebu rhagorol gyda'r gallu i gyfathrebu'n effeithiol ar bob lefel.	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu a rheoli amser rhagorol gyda'r gallu i weithio dan bwysau, cwrdd â therfynau amser a chadw cofnodion cywir.	X		Ffurflen Gais / Cyfweliad
Chwaraewr tîm cryf a gweithio ar y cyd ag eraill i sicrhau canlyniadau.	X		Ffurflen Gais / Cyfweliad

Gofynion Ychwanegol			
Dealltwriaeth ac ymrwymiad i hyrwyddo annibyniaeth a gwytnwch ein dysgwyr er mwyn eu paratoi yn y ffordd orau ar gyfer eu hastudiaethau neu eu nodau gyrfa yn y dyfodol.	X		Ffurflen Gais / Cyfweliad
Trwydded yrru lawn.	X		Ffurflen Gais / Cyfweliad
Cyfrannu at a chynnal gwerthoedd y Coleg.	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	Mynediad		Cyfweliad
Yn siarad Cymraeg	Mynediad		Cyfweliad
Llythrennedd Cymraeg	Mynediad		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 lechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 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 diweddarau'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	13 awr yr wythnos (2 ddiwrnod yr wythnos)		
Wythnos Waith	38 o wythnosau'r flwyddyn		
Gwyliau Blynyddol	28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (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 Llywodraeth Leol (https://www.lgpsmember.org/)		
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, Cynhaliadau ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio lechyd (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:	
Trainee Specialist Officer Specific Learning Difficulties Exam Access Arrangements	
Programme area / Department	Additional Learning Needs
Main site	To be agreed
Salary	£8,797 - £9,546.85 per annum Business Support Scale 5 Points 25 - 28
Contract type	Temporary until 31/07/2026
Contract terms	Term Time
Reporting to	The Group's ALN Director
Job purpose	
Work as a member of the Additional Learning Needs Team to assess learners who require examination access arrangements, working towards a range of qualifications within FE. Person-centred support is a critical element of the role, as well as collaboration with teaching staff, business support staff, Careers Wales and external agencies. Some evening work and Saturday work may be required, and there will be free time during the week to make up for that.	
Main duties and responsibilities	
General Responsibilities of the College 1. Contribute effectively to the provision of a high quality educational and training experience for all learners, providing services in a way that is appropriate and responsive and demonstrates the highest standard of customer care. 2. Be aware of, and work in accordance with, all policies, procedures, working practices and regulations of the college as applicable. Specifically to comply with Llandrillo-Menai Group's Single Equality Scheme, Protection Policy, Financial Regulations, Health and Safety Policy and Code of Conduct. 3. Undertake other duties that may reasonably be required during the busy stages of the admissions process. 4. Undertake appropriate staff training and development to support effective provision of duties and services. Key Responsibilities • Work with the ALN team to identify learners who need specialist assessment • Contribute to the collection and coordination of evidence required for access arrangements applications • Prepare documents for carrying out appropriate comprehensive diagnostic assessments to determine the eligibility of learners for Access Arrangements, in accordance with JCQ guidelines • Provide a point of contact for enquiries and concerns relating to access arrangements • Use appropriate college systems for ensuring that assessment information, results and learner progress are accurately recorded and disseminated appropriately • Support the Specialist Officer Specific Learning Difficulties Examinations Access Arrangements to ensure that learners are assessed for examination access arrangements and partially prepare Form 8's in accordance with the JCQ guidelines • Liaise with curriculum staff regarding the needs of individual learners' examination access arrangements. • Share assessment results and feedback with learners and teaching staff • Be aware of the current access arrangements regulations and follow appropriate training relevant to the job in order to maintain practice certificate status. • Support the college in assessing learners applying for the Disabled Students' Allowance	

- Work closely with ALN, curriculum tutors and Examinations teams to ensure that learners' assessment and examination needs are appropriately supported.
- Advise teaching staff on best practice to support their learners with Specific Learning Difficulties
- Provide specialist support and advice to learners with Specific Learning Difficulties.
- Offer training sessions at strategic times throughout the year on the need for access arrangements and their application
- Offer support to HR for Grŵp Staff referrals.
- Undertake any other duties and comply with reasonable direction as requested by your line manager, Director or Senior Director.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Eligible to degree level or equivalent.	X		Application form / Interview
Commitment to complete within 12 months L7 qualification Practicing Assessment (Assessment Practicing Certificate)	X		Application form / Interview
Recognised Teacher Training Qualification		X	Application form / Interview
Knowledge and experience			
Experience of working with learners with Specific Learning Needs	X		Application form / Interview
Comprehensive information about specialist support and how to maximise its impact to improve student retention and attainment.	X		Application form / Interview
Proven experience of developing resources and strategies to support learners with specific learning difficulties.	X		Application form / Interview
Skills and attributes			
Completing reports for awarding bodies or other interested bodies	X		Application form / Interview
Excellent written skills and professional writing style to produce diagnostic assessment reports	X		Application form / Interview
Good IT skills, including word processing.	X		Application form / Interview
Excellent interpersonal and communication skills with the ability to communicate effectively at all levels	X		Application form / Interview
Excellent organizational and time management skills with the ability to work under pressure, meet deadlines and keep accurate records	X		Application form / Interview
A strong team player and working collaboratively with others to deliver results.	X		Application form / Interview

Additional requirements			
Understanding and commitment to promoting the independence and resilience of our learners in order to prepare them in the best way for their studies or career goals in the future.	X		Application form / Interview
Full driving licence	X		Application form / Interview
Contribute to and uphold the values of the College	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	Entry		Interview
Welsh Speaking	Entry		Interview
Welsh Literacy	Entry		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/db-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	13 hours per week (2 days per week)		
Working weeks	38 weeks per year		
Annual leave	28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (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	Local Government Pension Scheme (https://www.lgpsmember.org/)		
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.