

Swydd Ddisgrifiad: Mentor Lles	
Maes Rhaglen / Adran	Gwasanaethau i Ddysgwyr
Prif Safle	Llangefni
Cyflog	£21,428.61 - £21,898.52 y flwyddyn Cymorth Busnes Graddfa 3 Pwynt 17-20
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawr Amser, Amser Tymor
Yn atebol i	Rheolwr y Gwasanaethau i Ddysgwyr
Pwrpas y Swydd	
Mae Grŵp Llandrillo Menai'n treialu swydd Mentoriaid Lles newydd i gefnogi dysgwyr. Bydd y mentoriaid yn cefnogi dysgwyr trwy ddarparu gwasanaethau lles proffesiynol, yn cynnwys rhoi cyngor ac arweiniad ynghylch materion emosiynol, corfforol a rhywiol. Mae'r gefnogaeth hon yn cynnwys gweithio'n agos gydag aelodau tîm eraill y Gwasanaethau i Ddysgwyr, tiwtoriaid a thiwtoriaid personol, Anogwr Dysgu'r Meysydd Rhaglen ac asiantaethau allanol i gefnogi dysgwyr sydd mewn perygl o droi eu cefnau ar addysg.	
Prif Ddyletswyddau a Chyfrifoldebau	
1. Cyfrannu'n effeithiol at y gwaith o gynnig profiadau dysgu a hyfforddi o ansawdd uchel i bob dysgwr, gan ddarparu gwasanaethau mewn modd priodol ac ymatebol sy'n cyrraedd y safon uchaf bosibl o ran gofalu am gwsmeriaid. 2. Bod yn ymwybodol o holl bolisiau, gweithdrefnau, arferion gwaith a rheoliadau'r coleg, a gweithio'n unol â hwy fel y bo'n berthnasol. Yn benodol, cydymffurfio â Chynllun Cydraddoldeb Unigol, Polisi Diogelu, Rheoliadau Ariannol, Polisi Iechyd a Diogelwch a Chod Ymddygiad Grŵp Llandrillo Menai. 3. Ymgymryd â dyletswyddau rhesymol eraill ar adegau prysur yn ystod y broses dderbyn. 4. Ymgymryd â hyfforddiant a datblygiad staff priodol i'ch cynorthwyo i gyflawni'ch dyletswyddau a darparu gwasanaethau'n effeithiol. 5. Cynorthwyo gyda'r gwaith o ddarparu Fframwaith ac Adduned Lles Grŵp Llandrillo Menai. 6. Darparu arweiniad bugeiliol personol i ddysgwyr trwy wasanaethau sy'n cefnogi iechyd emosiynol a meddyliol, iechyd rhywiol, a lles cymdeithasol, corfforol ac ariannol y dysgwyr. 7. Cynnig gwybodaeth, cyngor ac arweiniad ynghylch materion lles yn ôl y glaw a/neu ar fyr rybudd os bydd argyfwng. 8. Trefnu bod staff arbenigol ar gael i ddysgwyr a chyfeirio dysgwyr at asiantaethau cefnogi priodol yn ôl y galw er mwyn cefnogi eu hanghenion. 9. Uwchgyfeirio materion diogelu yn unol â gweithdrefnau'r coleg.	

10. Cysylltu â Thiworiaid Personol ynghylch y gefnogaeth lles a ddarperir i'w dysgwyr.

11. Defnyddio a rhannu gwybodaeth am ddysgwyr, gan gydymffurfio â'r ddeddfwriaeth ar ddiogelu data a'r protocolau ynghylch rhannu gwybodaeth.

12. Cadw cofnodion priodol a chyfredol

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Sgiliau rhifedd a llythrennedd o'r radd flaenaf, hyd at lefel 2.	X		Ffurflen Gais / Cyfweliad
Cymhwyster Cymorth Cyntaf.		X	Ffurflen Gais
Gwybodaeth a Phrofiad			
Profiad o weithio gyda phobl ifanc mewn amgylchedd addysgol a'r gallu i ymwneud yn dda â dysgwyr a chydweithwyr.	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth gadarn o egwyddorion diogelu.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth ymarferol am y polisiau/codau ymarfer perthnasol ac ymwybyddiaeth o'r deddfau perthnasol.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Y gallu i weithio'n adeiladol mewn tîm sy'n cynnwys cynrychiolwyr o asiantaethau cefnogi lleol.	X		Ffurflen Gais / Cyfweliad
Hunanddibynnol ac yn gallu gweithio o fewn ffiniau y cytunwyd arnynt.	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio rhwng gwahanol gampysau'r Coleg.		X	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 Troseddwyd 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	37 awr yr wythnos
Wythnos Waith	38 o wythnosau'r flwyddyn
Gwyliau Blyneddol	• 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 blyneddol.
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, Cynhaliath 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: Wellbeing Mentor	
Programme area / Department	Learner Services
Main site	Llangefni
Salary	£21,428.61 - £21,898.52 per annum Business Support Scale 3 Points 17-20
Contract type	Permanent
Contract terms	Full Time, Term Time
Reporting to	Learner Services Manager
Job purpose	
Grŵp Llandrillo Meai is piloting a new role called Wellbeing Mentors to support learners. The role will provide support to learners by offering a professional service of wellbeing support; emotional, physical and sexual welfare information advice and guidance. This support includes working closely with other members of Learner Services, personal tutors, tutors, the Programme Area Student Coach and external agencies to support learners at risk of disengaging and withdrawing from their studies.	
Main duties and responsibilities	
1. To effectively contribute towards the delivery of a high quality educational and training experience for all learners, delivering services in a way that is appropriate and responsive and which displays the highest standard of customer care. 2. To be aware of, and work in accordance with all college policies, procedures, working practice and regulations as applicable. In particular to comply with Grŵp Llandrillo-Menai's Single Equality Scheme, Safeguarding Policy, Financial Regulations, Health & Safety Policy and Code of Conduct. 3. To undertake other duties as may be reasonably required during busy times of the admission process. 4. To undertake appropriate training and staff development to support the effective delivery of duties and services. 5. To support the delivery of Grŵp Llandrillo Menai's Wellbeing Framework and Pledge. 6. To provide personalised pastoral guidance to learners through the delivery of services to support learners' emotional and mental health, sexual health, social, physical and financial wellbeing. 7. To offer wellbeing information, advice and guidance when required and/or immediately in a crisis situation. 8. Arrange for learners to gain access to specialist staff and refer to appropriate support agencies as required to support their individual needs. 9. To escalate safeguarding matters in accordance with college procedures. 10. To liaise with Personal Tutors with regards the wellbeing support provided to their learners.	

11. To access and share learner information in accordance with data protection legislation and information-sharing protocols.

12. To maintain appropriate and up to date records.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Excellent numeracy and literacy skills to a minimum of level 2.	X		Application form / Interview
First aid qualification.		X	Application form
Knowledge and experience			
Experience of working with young people in an educational environment and the ability to relate well to learners and colleagues.	X		Application form / Interview
Robust understanding of safeguarding.	X		Application form / Interview
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation.		X	Application form / Interview
Skills and attributes			
Ability to work constructively as part of a team, including representatives from local support agencies.	X		Application form / Interview
Self resilient and ability to work within agreed boundaries.	X		Application form / Interview
Additional requirements			
Ability to travel between College campuses.		X	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 -.

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	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.