

| <b>Swydd Ddisgrifiad: Mentor Lles</b>   |   |
|---|---|
| <b>Maes Rhaglen / Adran</b>   | Gwasanaethau i Ddysgwyr   |
| <b>Prif Safle</b>   | Rhos-on-Sea   |
| <b>Cyflog</b>   | £16,194.29 - £16,549.41 y flwyddyn<br>Cymorth Busnes<br>Graddfa 3 Pwynt 17-20 |
| <b>Y Math o Contract</b>  | Parhaol   |
| <b>Telerau'r Contract</b>   | Amser Tymor – 29.5 awr yr wythnos, 38 wythnos y flwyddyn                      |
| <b>Yn atebol i</b>  | Rheolwr y Gwasanaethau i Ddysgwyr CL  |
| <b>Pwrpas y Swydd</b>   |   |
| <p>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 thiwtorïaid personol, Anogwr Dysgu'r Meysydd Rhaglen ac asiantaethau allanol i gefnogi dysgwyr sydd mewn perygl o droi eu cefnau ar addysg.</p>  |   |
| <b>Prif Ddyletswyddau a Chyfrifoldebau</b>  |   |
| <p><b>Cyfrifoldebau Cyffredinol yn y Coleg</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Ymgymryd â dyletswyddau rhesymol eraill ar adegau prysur yn ystod y broses dderbyn.</li> <li>4. Ymgymryd â hyfforddiant a datblygiad staff priodol i'ch cynorthwyo i gyflawni'ch dyletswyddau a darparu gwasanaethau'n effeithiol.</li> </ol> <p><b>Prif Ddyletswyddau a Chyfrifoldebau y swydd</b></p> <ol style="list-style-type: none"> <li>1. Cynorthwyo gyda'r gwaith o ddarparu Fframwaith ac Adduned Lles Grŵp Llandrillo Menai.</li> <li>2. 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.</li> <li>3. Cynnig gwybodaeth, cyngor ac arweiniad ynghylch materion lles yn ôl y glaw a/neu ar fyr rybudd os bydd argyfwng.</li> <li>4. Trefnu bod staff arbenigol ar gael i ddysgwyr a chyfeirio dysgwyr at asiantaethau cefnogi priodol yn ôl y galw er mwyn cefnogi eu hanghenion.</li> <li>5. Uwchgyfeirio materion diogelu yn unol â gweithdrefnau'r coleg.</li> <li>6. Cysylltu â Thiwtorïaid Personol ynghylch y gefnogaeth lles a ddarperir i'w dysgwyr.</li> </ol> |   |

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

8. Cadw cofnodion priodol a chyfredol.

| Manyleb Deiliad y Swydd  | Hanfodol            | Dymunol | Dull Asesu                |
|--|---------------------|---------|---------------------------|
| <b>Cymwysterau</b>   |                     |         |                           |
| Sgiliau llythrennedd o'r radd flaenaf, hyd at lefel 2.   | X                   |         | Ffurflen Gais / Cyfweliad |
| Cymhwyster Cymorth Cyntaf.   |                     | X       | Ffurflen Gais / Cyfweliad |
| <b>Gwybodaeth a Phrofiad</b>   |                     |         |                           |
| 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 |
| <b>Sgiliau a Phriodweddau</b>  |                     |         |                           |
| Y gallu i weithio'n adeiladol mewn tîm sy'n cynnwys cynrychiolwyr o asiantaethau cefnogi lleol.  | X                   |         | Ffurflen Gais / Cyfweliad |
| Hunan ddibynnol ac yn gallu gweithio o fewn ffiniau y cytunwyd arnynt.   | X                   |         | Ffurflen Gais / Cyfweliad |
| <b>Gofynion Ychwanegol</b>   |                     |         |                           |
| Y gallu i deithio'n unol â gofynion y swydd  | X                   |         | Ffurflen Gais / Cyfweliad |
| <b>Sgiliau Cymraeg</b>   |                     |         |                           |
| Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <a href="https://www.gllm.ac.uk/cy/jobs">https://www.gllm.ac.uk/cy/jobs</a>   |                     |         |                           |
| <b>Dealltwriaeth o'r Gymraeg</b>   | Cwrteisi leithyddol |         | Cyfweliad                 |
| <b>Yn siarad Cymraeg</b>   | Cwrteisi leithyddol |         | Cyfweliad                 |
| <b>Llythrennedd Cymraeg</b>  | Cwrteisi leithyddol |         | Cyfweliad                 |
| <b>Noder os gwelwch yn dda</b> - 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. |                     |         |                           |
| <b>Gofynion Gorfodol</b>   |                     |         |                           |
| 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 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

|                          |  |
|--------------------------|--|
| <b>Oriau Gwaith</b>      | 29.5 awr yr wythnos  |
| <b>Wythnos Waith</b>     | 38 o wythnosau'r flwyddyn  |
| <b>Gwyliau Blynyddol</b> | <ul style="list-style-type: none"> <li>• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> <li>• Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>• Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> <li>• Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>• 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.</li> </ul> |
| <b>Pensiwn</b>           | Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )   |
| <b>Teithio</b>           | <p>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.</p> <p>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.</p>     |
| <b>Sgrinio Iechyd</b>    | Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.   |

| <b>Job description: Wellbeing Mentor</b>  |   |
|---|---|
| <b>Programme area / Department</b>  | Learner Services  |
| <b>Main site</b>  | Rhos-on-Sea   |
| <b>Salary</b>   | £16,194.29 - £16,549.41 per annum<br>Business Support<br>Scale 3 Points 17-20 |
| <b>Contract type</b>  | Permanent   |
| <b>Contract terms</b>   | Term Time – 29.5 hours per week, 38 weeks per year                            |
| <b>Reporting to</b>   | Learner Services Manager CL   |
| <b>Job purpose</b>  |   |
| <p>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.</p>  |   |
| <b>Main duties and responsibilities</b>   |   |
| <p><b>General College Responsibilities</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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 &amp; Safety Policy and Code of Conduct.</li> <li>3. To undertake other duties as may be reasonably required during busy times of the admission process.</li> <li>4. To undertake appropriate training and staff development to support the effective delivery of duties and services.</li> </ol> <p><b>Main Duties and Responsibilities of the post</b></p> <ol style="list-style-type: none"> <li>1. To support the delivery of Grŵp Llandrillo Menai's Wellbeing Framework and Pledge.</li> <li>2. 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.</li> <li>3. To offer wellbeing information, advice and guidance when required and/or immediately in a crisis situation.</li> <li>4. Arrange for learners to gain access to specialist staff and refer to appropriate support agencies as required to support their individual needs.</li> <li>5. To escalate safeguarding matters in accordance with college procedures.</li> <li>6. To liaise with Personal Tutors with regards the wellbeing support provided to their learners.</li> </ol> |   |

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

8. To maintain appropriate and up to date records.

| Person specification   | Essential           | Desirable | Assessment method            |
|--|---------------------|-----------|------------------------------|
| <b>Qualifications</b>  |                     |           |                              |
| Excellent literacy skills to a minimum of level 2.   | X                   |           | Application form / Interview |
| First aid qualification.   |                     | X         | Application form / Interview |
| <b>Knowledge and experience</b>  |                     |           |                              |
| 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 |
| <b>Skills and attributes</b>   |                     |           |                              |
| 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 |
| <b>Additional requirements</b>   |                     |           |                              |
| Able to travel as required to fulfil the requirements of the role  | X                   |           | Application form / Interview |
| <b>Welsh language skills</b>   |                     |           |                              |
| Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>  |                     |           |                              |
| <b>Welsh Understanding</b>   | Linguistic Courtesy |           | Interview                    |
| <b>Welsh Speaking</b>  | Linguistic Courtesy |           | Interview                    |
| <b>Welsh Literacy</b>  | Linguistic Courtesy |           | Interview                    |
| <b>Please note:</b> 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. |                     |           |                              |
| <b>Mandatory requirements</b>  |                     |           |                              |
| 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

|                         |   |
|-------------------------|---|
| <b>Working hours</b>    | 29.5 hours per week   |
| <b>Working weeks</b>    | 38 weeks per year   |
| <b>Annual leave</b>     | <ul style="list-style-type: none"> <li>• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</li> <li>• All normally observed public holidays, determined annually.</li> <li>• Up to 5 days efficiency closure days per annum, determined annually.</li> <li>• Part Time contracts will receive a pro rata entitlement to the above.</li> <li>• Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul>   |
| <b>Pension</b>          | Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )   |
| <b>Travel</b>           | <p>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.</p> <p>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.</p> |
| <b>Health screening</b> | Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.   |