Swydd Ddisgrifiad: Swyddog Cangen y Coleg Cymraeg Cenedlaethol a Swyddog Datblygu Dwyieithrwydd	
Maes Rhaglen / Adran	Datblygu Dwyieithrwydd a Chydraddoldeb
Prif Safle	I'w Gytuno
Cyflog	£25,935.06 - £28,143.59 y flwyddyn Cymorth Busnes Graddfa 5 Pwynt 25-28
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser
Yn atebol i	Rheolwr Datblygu Dwyieithrwydd a Chydraddoldeb

Pwrpas y Swydd

Bydd deiliad y swydd yn gyfrifol, gyda chefnogaeth cydweithwyr, am gydlynu a datblygu cangen y Coleg Cymraeg Cenedlaethol ac am ddatblygu dwyieithrwydd ar draws Grŵp Llandrillo Menai. Bydd disgwyl i'r unigolyn a benodir weithio deuddydd yr wythnos fel Swyddog Cangen i'r Coleg Cymraeg Cenedlaethol, a thridiau fel Swyddog Datblygu Dwyieithrwydd i Grŵp Llandrillo Menai.

Prif Ddyletswyddau a Chyfrifoldebau

Dyletswyddau a Chyfrifoldebau – Swyddog Cangen

1. Gweithredu fel pwynt cyswllt rhwng staff y Grŵp a swyddogion y Coleg Cymraeg Cenedlaethol ar gyfer dysgwyr a staff gan ofalu am amrywiol dasgau sy'n hwyluso'r berthynas honno, gan gynnwys sicrhau bod gan y Coleg Cymraeg bresenoldeb gweledol ar draws safleoedd y Grŵp.
2. Cynorthwyo Grŵp Llandrillo Menai i sicrhau ansawdd uchel mewn darpariaeth Cymraeg ar draws y cwricwlwm
3. Cydlynu'r gwaith o hyrwyddo darpariaeth cyfrwng Cymraeg y Grŵp, yn enwedig ymhlith dysgwyr a darpar ddysgwyr.
4. Cefnogi datblygu deunyddiau dwyieithog (rhyngweithiol) os gwelir angen
5. Trefnu, hyrwyddo ac annog ymgysylltu â gweithgareddau a deunyddiau cwricwlaidd y Coleg Cymraeg
6. Cefnogi ac annog dysgwyr i gyflawni gwaith trwy gyfrwng y Gymraeg
7. Cynrychioli'r Grŵp a'r Coleg Cymraeg Cenedlaethol mewn eisteddfodau a gwyliau cenedlaethol a digwyddiadau recriwtio.
8. Meithrin a chynnal cysylltiadau gyda chyrff a sefydliadau allanol, gan gynnwys cyflogwyr, a gweithio i hyrwyddo agenda cyflogadwyedd myfyrwyr
9. Unrhyw ddyletswyddau rhesymol eraill sy'n gydnaws â'r swydd ar gais y rheolwr llinell

Dyletswyddau a Chyfrifoldebau – Swyddog Datblygu Dwyieithrwydd

1. Cynorthwyo Grŵp Llandrillo Menai i sicrhau ansawdd uchel mewn darpariaeth dwyieithog ar draws y cwricwlwm
2. Cytuno ar y cyd â staff y Grŵp ar ddulliau priodol i gynyddu'r defnydd o'r Gymraeg gan osod targedau a gwerthuso'r broses honno
3. Cefnogi i fonitro cydymffurfiaeth Grŵp Llandrillo Menai â Safonau'r Gymraeg
4. Cefnogi datblygu deunyddiau dwyieithog (rhyngweithiol) os gwelir angen
5. Cefnogi'r broses o adnabod anghenion hyfforddiant iaith ymhlith staff Grŵp Llandrillo Menai

6. Casglu tystiolaeth, data ac astudiaethau achos o arfer dda 7. Hyrwyddo ac annog ymgysylltu â gweithgareddau cyfoethogi wedi eu trefnu ar draws y Grŵp sydd yn cyd-fynd â'r Seren Iaith 8. Paratoi adroddiadau ar gyfradd cyflawni'r Seren Iaith a monitro data e.e. y defnydd o wahanol becynnau dysgu 9. Cefnogi pob dysgwr i gymryd rhan yn y Seren Iaith 10. Cyfrannu at brosiectau ymchwil yn ôl y gofyn 11. Cydweithio'n effeithiol gydag aelodau o dîm Sgiliaith a mynychu cyfarfodydd tîm yn ôl yr angen 12. Cadw mewn cysylltiad â thîm Sgiliaith er mwyn hyrwyddo a marchnata cyrsiau yn ôl y gofyn 13. Mynychu cyfarfodydd cyson gyda phartneriaid a chyfarfodydd tîm 14. Unrhyw ddyletswyddau rhesymol eraill sy'n gydnaws â'r swydd ar gais Pennaeth Sgiliaith

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Wedi derbyn addysg i lefel gradd neu gymhwyster proffesiynol cyfatebol	X		Ffurflen Gais / Cyfweliad
Cymhwyster gradd Feistr mewn cynllunio ieithyddol		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Y gallu i gyfathrebu'n broffesiynol ac yn gywir yn Gymraeg a Saesneg ar lafar ac yn ysgrifenedig	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu'n effeithiol mewn sawl cyd-destun o fewn y sector Addysg Bellach yng Nghymru	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn addysg bellach		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Brwdfrydedd i hyrwyddo'r iaith Gymraeg	X		Ffurflen Gais / Cyfweliad
Hyfedredd mewn TG	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio'n hyblyg ac i berfformio'n dda o dan bwysau	X		Ffurflen Gais / Cyfweliad
Yn meddu ar hunan gymhelliad, y gallu i weithio ar eich menter eich hun, a defnyddio'ch amser yn effeithiol	X		Ffurflen Gais / Cyfweliad

Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Parodrwydd i dderbyn hyfforddiant perthnasol yn ôl y galw	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	• 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, 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: Coleg Cymraeg Cenedlaethol Branch Officer and Bilingual Development Officer	
Programme area / Department	Bilingual Development and Equality
Main site	To be agreed
Salary	£25,935.06 - £28,143.59 per annum Business Support Scale 5 Points 25-28
Contract type	Permanent
Contract terms	Full Time
Reporting to	Bilingual Development and Equality Manager

Job purpose

The post holder will be responsible, with the support of colleagues, for co-ordinating and developing the Coleg Cymraeg Cenedlaethol branch across Grŵp Llandrillo Menai.

The person appointed will be expected to work two days per week as a Branch Officer for the Coleg Cymraeg Cenedlaethol, and 3 days as a Bilingual Development Officer for Grŵp Llandrillo Menai.

Main duties and responsibilities

Duties and Responsibilities – Branch Officer

1. Act as a point of contact between Group staff and Coleg Cymraeg Cenedlaethol officers for learners and staff and take care of various tasks that facilitate that relationship, including ensuring that the Coleg Cymraeg has a visual presence across the Grŵp's sites
2. Assist Grŵp Llandrillo Menai to ensure a high quality bilingual provision within the curriculum
3. Co-ordinate the promotion of the Welsh medium provision of the Grŵp, especially among learners and prospective learners.
4. Support the development of bilingual (interactive) materials if needed
5. Arrange, promote and encourage engagement with Coleg Cymraeg activities and curriculum resources.
6. Support and encourage learners to complete work through the medium of Welsh
7. Represent the Grŵp and Coleg Cymraeg Cenedlaethol in eisteddfodau and national festivals and recruitment events.
8. Foster and maintain links with external organisations and organisations, including employers, and work to promote learners' employability agenda
9. Any other duties which are compatible with the post as requested by the line manager.

Duties and responsibilities – Bilingual Development Officer

1. Assist Grŵp Llandrillo Menai to ensure a high quality bilingual provision within the curriculum
2. Agree jointly with Grŵp staff on appropriate methods to increase the use of Welsh by setting targets and evaluating those targets
3. Support to monitor Grŵp Llandrillo Menai's compliance with Welsh Language Standards
4. Support the development of bilingual (interactive) materials if needed
5. Support the identification of language training needs among Grŵp Llandrillo Menai staff
6. Gather evidence, data and good practice case studies

7. Promote and encourage engagement with enrichment activities organised across the Grŵp that support the Seren Iaith
8. Prepare reports on the rate of completion of the Seren Iaith and data monitoring e.g. the use of different learning packages
9. Support all learners to participate in the Seren Iaith
10. Contribute to research projects as required
11. Collaborate effectively with members of the Sgiliaith team and attend team meetings as required
12. Keep in contact with the Sgiliaith team in order to promote and market courses as appropriate
13. Attend regular meetings with partners and attend team meetings
14. Any other duties which are compatible with the post, at the request of the Head of Sgiliaith

Person specification	Essential	Desirable	Assessment method
Qualifications			
Educated to degree level or equivalent professional qualification	X		Application form / Interview
Master's level qualification in language planning		X	Application form / Interview
Knowledge and experience			
Ability to communicate professionally and accurately in Welsh and English, both orally and in writing	X		Application form / Interview
The ability to communicate effectively in a range of situations within the Further Education sector in Wales	X		Application form / Interview
Experience of working in further education		X	Application form / Interview
Skills and attributes			
Enthusiasm to promote the use of Welsh	X		Application form / Interview
Competency in IT	X		Application form / Interview
Able to work flexibly and perform well under pressure	X		Application form / Interview
Self-motivated, able to act on own initiative and manage own time effectively	X		Application form / Interview
Additional requirements			

Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Willingness to receive relevant training as required	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	● 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.