



SWYDD DDISGRIFIAD

DARLITHYDD IECHYD A GOFAL CYMDEITHASOL (Cyfnod Mamolaeth)

Swydd LLawn Amser – 37 awr yr wythnos

Cyflog - £26,910 - £41,597 y flwyddyn

CAMPWS DOLGELLAU

PWRPAS Y SWYDD

Addysgu i safon uchel, creu cyfleoedd dysgu effeithiol a galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.

RHAGARWEINIAD

Mae'r maes lechyd a Gofal yn un sy'n chwarae rôl bwysig yng Ngholeg Meirion-Dwyfor gan ei fod yn paratoi nifer helaeth o ddysgwyr ar gyfer swyddi ar wahanol lefelau yn ei gymunedau lleol a thu hwnt. Mae canran uchel o'n myfyrwyr presennol yn mynd ymlaen i astudio ar lefelau gradd. Cynigir ystod o gyrsiau addysg bellach ac addysg uwch, llawn-amser a rhan amser o Lefel 1 i Radd Anrhydedd, ardraws dau safle'r Coleg ym Mhwlheli a Dolgellau. Yn y flwyddyn academiaidd bresennol, mae dros 200 o fyfyrwyr yn astudio ystod eang o gyrsiau sydd yn cynnwys lechyd a Gofal Cymdeithasol, a Gofal Plant.

Mae'r maes yma yng Ngholeg Meirion-Dwyfor wedi cael ei asesu yn rhagorol, gyda'r canran uchaf o fyfyrwyr yn unrhyw goglew o fewn y Grŵp Llandrillo Menai sydd yn cwblhau eu hastudiaethau yn ddwyieithog, neu drwy gyfrwng y Gymraeg. Mae'r tîm addysgu presenol, sydd yn gweithio ardraws y ddau safle, yn cydweithio'n agos ac yn hynod effeithiol i gynnal safonau uchel. Bydd y swydd hon yn dyngedfennol i sicrhau bod y safonau uchel yma yn parhau, mewn cyfnod o newid sylweddol yn ddarpariaeth a sgôp cymwysterau lechyd a Gofal Cymdeithasol, a Gofal Plant yng Nghymru. Mae'r swydd hon yn gyfle cyffrous i gyfrannu'n sylweddol tuag at y nod hwn.

PRIF DDYLETSWYDDAU

A: Asesu Anghenion Y Dysgwyr

- A1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr
- A2. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig
- A3. Cynnal cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen
- A4. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r

angen am gefnogaeth arbennig.

A5. Sicrhau bod dysgwyr yn cofrestru gyda'r coleg a chyrff dyfarnu.

B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu

- B1. Nodi canlyniadau dysgu a pharatoi Cynlluniau Gwaith a Chynlluniau Gwersi ar gyfer rhaglenni perthnasol yn unol â gofynion cyrff dyfarnu a chanllawiau'r Grŵp.
- B2. Sicrhau bod sgiliau sylfaenol (hanfodol) yn cael eu hintegreiddio i'r rhaglen ddysgu fel y bo'r angen
- B3. Cynllunio ar gyfer anghenion ieithyddol y grŵp myfyrwyr er mwyn caniatáu i fyfyrwyr ddefnyddio'r iaith a ddewisant (Cymraeg neu Saesneg) lle bynnag y bo modd
- B4. Dethol amrywiaeth o ddulliau dysgu i ddiwallu anghenion myfyrwyr

C: Rheoli'r Broses Ddysgu

- C1. Sefydlu a chynnal amgylchedd dysgu ddiogel ac effeithiol.
- C2. Datblygu a defnyddio amrywiaeth o dechnegau dysgu ac addysgu er mwyn annog dysgu annibynnol a hwyluso dysgu trwy brofiadau
- C3. Cynhyrchu a defnyddio deunyddiau dysgu priodol gan ddefnyddio technoleg gwybodaeth dysgu lle y bo modd
- C4. Nodi a mynd i'r afael â diffyg cymhelliant a herio ymddygiad amhriodol
- C5. Gosod tasgau heriol a chytuno ar dargedau a nodau unigol gyda dysgwyr lle bo hynny'n briodol
- C6. Strwythuro sesiynau'n briodol i gadw at yr amserlen a chynnal diddordeb
- C7. Cynnal a hybu cyfathrebu effeithiol gyda, a rhwng, yr holl ddysgwyr, gan ddefnyddio technoleg briodol lle bo hynny'n berthnasol
- C8. Cynnal perthynas waith effeithiol o fewn timau'r rhaglen
- C9. Sefydlu cysylltiadau priodol a chysylltu â chyrff allanol yn ôl y galw
- C10. Trefnu ac arsylwi lleoliadau profiad gwaith i ddysgwyr gan ddilyn y trefniadau a gytunwyd arnynt, yn cynnwys ymweliadau a gweithgareddau preswyl lle bo hynny'n briodol
- C11. Cydymffurfio â systemau gwybodaeth coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser cywir ac ar y ffurf sefydliadol y cytunwyd arno
- C12. Cyfrannu at holl systemau sicrhau ansawdd perthnasol y coleg; gweithdrefnau rheoli mewnol ac allanol
- C13. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chysiau

D: Darparu cefnogaeth i ddysgwyr

- D1. Cyfrannu at lunio gweithdrefnau cynefino a chyflwyno dysgwyr yn effeithiol i'r sefydliad
- D2. Sicrhau bod dysgwyr yn ymwybodol o wasanaethau cefnogi a chynghori priodol ac yn gwybod sut i'w defnyddio
- D3. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg
- D4. Darparu cyngor, arweiniad, trefniadau cynefino a chefnogaeth academiaidd

E: Asesu'r deilliannau dysgu a chyflawniadau'r dysgwyr

- E1. Cynllunio strategaethau asesu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
- E2. Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy
- E3. Sicrhau bod dysgwyr yn cael adborth ysgrifenedig a llafar, sy'n glir ac yn adeiladol, o fewn cyfnod priodol
- E4. Cadw cofnodion asesu a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, rhieni, cyflogwyr, cyrff dyfarnu

F: Ystyried a chloriannu eich perfformiad eich hun a chynllunio at y dyfodol

- F1. Cloriannu eich ymarfer eich hun mewn perthynas ag anghenion y dysgwyr a'r rhaglen
- F2. Defnyddio adborth o systemau sicrhau ansawdd i wella eich ymarfer eich hun
- F3. Sicrhau eich bod yn ymwybodol o ddatblygiadau cyfredol yn eich maes arbenigol
- F4. Cymryd rhan yn system Adolygu Perfformiad y coleg er mwyn cloriannu eich perfformiad ac adnabod anghenion datblygu
- F5. Cymryd rhan mewn datblygiad proffesiynol parhaus perthnasol

G: Dyletswyddau Penodol:

- G1. Ymgymryd â rôl Tiwtor Personol, Rheolwr Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd a Chydlynnydd Cwricwlwm.
- G2. Goruchwyllo arholiadau ac asesiadau fel bo'r angen

H: Cyfrifoldebau Cyffredinol

- H1. Cydymffurfio â pholisi Diogelwch, Iechyd a'r Amgylchedd Diwygiedig y Grŵp er mwyn cynnal amgylchedd gwaith ac amgylchedd addysgu diogel
- H2. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais eich rheolwr atebol, Uwch Gyfarwyddwr neu'r Prif Weithredwr



JOB DESCRIPTION

LECTURER IN HEALTH AND SOCIAL CARE (Maternity Cover)

Full Time - 37 hours per week

Salary - £26,910 - £41,597 per annum

DOLGELLAU CAMPUS

JOB PURPOSE

To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.

INTRODUCTION:

The Health & Care provision at Coleg Meirion-Dwyfor plays a prominent part locally in preparing our young people to work in the care industry within Wales, and beyond. A high percentage of our students go on to study at degree level in a specialist area of Health & Care. We offer a wide range of further & higher education courses, from Level 1 to a BA Honours degree, across our campuses in Pwllheli & Dolgellau. During the current academic year, there are over 200 students studying Health & Social Care & Childcare in the department.

The performance of this programme area in Coleg Meirion-Dwyfor is regarded as excellent, with the highest percentage of students completing their work bilingually or through the medium of Welsh, across all of the three colleges in Grŵp Llandrillo Menai. The current teaching team, across both campuses, work closely & effectively together, to maintain high standards. The recipient of this post will have an important part to play in ensuring that these standards are maintained, during a period of substantial change in the nature & scope of Health & Social Care, & Childcare qualifications within Wales. This post is an exciting opportunity to contribute further to our success.

MAIN DUTIES

A: Assessing Learners' Needs

- A1. Provide prospective students with appropriate advice and guidance
- A2. Assess learners' previous learning experiences and achievements in relation to the identified learning programme
- A3. Conduct interviews with prospective students and administer any necessary selection tests

- A4. Undertake initial assessments and identify any special learning or support Needs
- A5. Ensure learners are registered with the college and with awarding bodies

B: Planning and Preparing Teaching and Learning Programmes

- B1. Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements and Grŵp guidelines
- B2. Ensure that literacy and numeracy / essential skills are integrated into the learning programme as required
- B3. Plan for the linguistic needs of the student group in order to allow students to use their language of choice (Welsh or English) wherever possible
- B4. Select a range of learning methods to meet student needs

C: Managing the Learning Process

- C1. Establish and maintain a safe and effective learning environment
- C2. Develop and use a range of teaching and learning techniques to encourage individual learning and facilitate learning through experience
- C3. Produce and use appropriate learning materials using information learning technology where possible
- C4. Identify and address poor motivation and challenge inappropriate behaviour
- C5. Set challenging tasks and agree individual goals and targets with learners as appropriate
- C6. Structure sessions appropriately to provide pace and maintain interest
- C7. Maintain and encourage effective communication with and between all learners, using appropriate technology where relevant
- C8. Maintain effective working relationships within programme teams
- C9. Establish appropriate links and liaise with external bodies as required
- C10. Arrange and supervise work experience placements for learners following agreed procedures including visits and residential activity where appropriate
- C11. Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format
- C12. Contribute to all relevant college quality assurance systems; internal and external control procedures;
- C13. Participate in self-assessment processes including the evaluation of modules and courses

D: Providing learners with support

- D1. Contribute to the design of induction procedures and induct learners effectively into the organisation
- D2. Ensure that learners are aware of and have access to appropriate support and guidance services

- D3. Maintain tutorial systems in line with college guidelines
- D4. Provide advice, guidance, induction, pastoral and academic support and signpost to other suitable support avenues where appropriate.

E: Assessing the outcomes of learning and learners' achievements

- E1. Plan appropriate assessment strategies for learning programmes in line with awarding body requirements and communicate these to students
- E2. Use a range of appropriate assessment methods to conduct fair and reliable assessments
- E3. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale
- E4. Maintain assessment records and provide information to relevant stakeholders e.g. colleagues, parents, employers, awarding bodies

F: Reflecting upon and evaluating one's own performance and planning future practice

- F1. Evaluate your own practice in relation to learners' and programme needs
- F2. Use feedback from quality assurance systems to improve your own practice
- F3. Keep up to date with current development within your own specialist field
- F4. Participate in the college Performance Review system in order to evaluate Own performance and identify development needs.
- F5. Engage in relevant continuous professional development.

G: Other Specific duties

- G1. Undertake the role of Personal Tutor, Programme Leader, Internal Verifier and, if agreed with the programme manager, Lead Verifier or Curriculum Co-ordinator
- G2. Invigilate examinations or assessments as appropriate

H: General Responsibilities

- H1. Comply with the Grŵp's Safety, Health & Environment Policy in order to maintain a safe working and learning environment
- H2. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Executive Director or the Chief Executive.



DARLITHYDD IECHYD A GOFAL CYMDEITHASOL

MANYLEB DEILIAD Y SWYDD:

Gofynion Hanfodol:

1. Gradd neu gymhwyster cyfwerth / profiad sector sylweddol mewn maes perthnasol.
2. Cymhwyster addysgu neu barodrwydd i weithio tuag at hyn o fewn 2 flynedd
3. Wedi cofrestru gyda Chyngor y Gweithlu Addysg (CGA) neu barodrwydd i wneud hynny cyn dechrau'r swydd addysgu.
4. Empathi â dysgwyr amrywiol ac ymrwymiad i gyfle cyfartal.
5. Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu cadarn.
6. Hyderus wrth ddefnyddio systemau a rhaglenni TG
7. Hyblygrwydd a sgiliau gweithio mewn tîm.
8. Yn rhugl yn ysgrifenedig ac ar lafar yn y Gymraeg a'r Saesneg.

Gofynion Dymunol:

1. Gradd uwch mewn maes ieched a gofal neu ofal plant perthnasol.
2. Cymwysterau dilysu ac asesu mewnol
3. Profiad o addysgu cwricwlwm Iechyd a Gofal Cymdeithasol o fewn Coleg Addysg Bellach.
4. Profiad o weithio llawn amser yn y maes Iechyd, ac/neu Ofal Cymdeithasol.
5. Gwybodaeth a phrofiad o ddefnyddio technoleg dysgu i gefnogi a gwella sesiynau addysgu a dysgu, wyneb yn wyneb ac ar-lein.
6. Cymhwyster ECDL neu gymhwyster TG cyfatebol



PERSON SPECIFICATION

Essential Requirements:

1. Degree or equivalent qualification / significant sector experience in a relevant area.
2. Teaching qualification or willingness to work towards this within 2 years.
3. Registered with the Education Workforce Council (EWC) or willingness to do so prior to teaching commencing.
4. Empathy with diverse learners and commitment to equal opportunities.
5. Excellent organisation, interpersonal and communication skills.
6. Confident in the use of IT systems and applications.
7. Flexibility and team working skills.
8. Fluent to a high standard in both Welsh & English (verbal and written).

Desirable Requirements:

1. Higher degree in a relevant health and social or Childcare related area.
2. Assessing and internal verifying qualifications.
3. Experience of teaching the Health & Social Care curriculum in a Further Education Institution.
4. Experience of working full time in the Health and/or Social Care Sector.
5. Knowledge and experience of the use of learning technology to support and enhance teaching and learning sessions, in face to face and online teaching and learning.
6. ECDL or equivalent IT qualification.

