



## **SWYDD DDISGRIFIAD**

### **DARLITHYDD PEIRIANNEG / PEIRIANNEG MOROL**

**CYFLOG - £22, 826 - £38, 628 y flwyddyn  
(yn ddibynnol ar gymwysterau a phrofiad)**

#### **CAMPWS PWLLHELI**

#### **PWRPAS Y SWYDD**

Addysgu i safon uchel er mwyn creu cyfleoedd dysgu effeithiol ac er mwyn galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.

#### **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 chyrrff 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 cyrrff 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 chyrsgiau

### **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: Aseu'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 chlориannu 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 yn unol â safonau proffesiynol y Cyngor Gweithlu Addysg.

**G: Dyletswyddau Penodol:**

- G1. Ymgymryd â rôl Tiwtor Personol, Areweinydd 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, Prifathro Cynorthwyol neu'r Prif Weithredwr



## **JOB DESCRIPTION**

### **LECTURER IN ENGINEERING / MARINE ENGINEERING**

**SALARY - £22, 826 TO £38, 628 per annum  
(Dependant on qualifications and experience)**

**PWLLHELI 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.

#### **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 in line with the EWC professional standards

**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, assistant principal or the chief executive.

## MANYLEB Y PERSON - DARLITHYDD PEIRIANNEG / PEIRIANNEG MOROL

	Hanfodol	Dymunol
<b>Cymwysterau</b>	<ul style="list-style-type: none"> <li>Cymhwyster Galwedigaethol Lefel 3 (neu uwch) neu cymhwyster cyffelyb yn ddefnyddiol mewn maes Peirianeg Morwrol/Mecanyddol neu unrhyw bwnc gysylltiedig</li> <li>Cymhwyster dysgu neu'r parodrwydd i'w ennill o fewn 2 flynedd</li> </ul>	<ul style="list-style-type: none"> <li>Wedi cymhwyso yn broffesiynol mewn maes perthnasol o Beirianeg.</li> <li>Cymwysterau asesu a dilysu mewnol</li> </ul>
<b>Profiad</b>	<ul style="list-style-type: none"> <li>2 flynedd neu fwy o brofiad dysgu Peirianeg / Technoleg neu weithio yn y maes Peirianeg.</li> </ul>	<ul style="list-style-type: none"> <li>Profiad dysgu Peirianeg / Technoleg o fewn y sector Addysg Bellach.</li> <li>Profiad diweddar o ddysgu Peirianeg / Technoleg</li> <li>Profiad diweddar o weithio yn y maes Peirianeg</li> </ul>
<b>Sgiliau Cyffredinol</b>	<ul style="list-style-type: none"> <li>Sgiliau rhyngpersonol effeithiol</li> <li>Sgiliau cyfathrebu rhagorol</li> <li>Sgiliau trefniadaethol effeithiol</li> <li>Sgiliau effeithiol mewn Technoleg Gwybodaeth</li> </ul>	<ul style="list-style-type: none"> <li>Gallu defnyddio ystod o dechnegau TGD</li> </ul>
<b>Priodoleddau Personol</b>	<ul style="list-style-type: none"> <li>Yn hyblyg ac yn ymatebol i newid</li> <li>Hunan-hyderus</li> <li>Yn ymatebol i anghenion amrywiaeth o ddysgwyr</li> <li>Yn frwdfrydig ac â chymhelliant cryf</li> <li>Sgiliau datrys problemau effeithiol</li> <li>Ymrwymiad i weithio mewn Tîm</li> </ul>	
<b>Sgiliau Ieithyddol</b>	<ul style="list-style-type: none"> <li>Gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg</li> </ul>	

## PERSON SPECIFICATION - LECTURER IN ENGINEERING / MARINE ENGINEERING

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Vocationally related Level 3 (or higher) or equivalent qualification in a Marine/Mechanical Engineering discipline</li> <li>Teaching qualification or commitment to gaining it within two years</li> </ul>	<ul style="list-style-type: none"> <li>Professionally qualified in a relevant field of Engineering</li> <li>Assessing and internal verifying qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Two or more years of experience of; teaching Engineering/Technology or working within a field of Engineering</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching Engineering/Technology within the Further Education sector</li> <li>Recent experience of teaching Engineering/Technology</li> <li>Recent experience of working within a field of Engineering</li> </ul>
<b>General skills</b>	<ul style="list-style-type: none"> <li>Effective interpersonal skills</li> <li>Excellent communication skills</li> <li>Effective organisational skills</li> <li>Effective IT user skills</li> </ul>	<ul style="list-style-type: none"> <li>Able to use a range of ILT skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Flexible and responsive to change</li> <li>Self-confident</li> <li>Responsive to the needs of a variety of learners</li> <li>Enthusiastic and self-motivated</li> <li>Effective problem solving and troubleshooting skills</li> <li>Commitment to Team working</li> </ul>	
<b>Linguistic skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively in both Welsh and English</li> </ul>	