

GRŴP LLANDRILLO-MENAI

SWYDD DDISGRIFIAD

TEITLY SWYDD	Rheolwr Gwasanaethau Dysgwyr Coleg Menai a Coleg Meirion Dwyfor
STATWS	Llawn Amser, Parhaol
CYFLOG	MS1 – MS2, £38,348 - £40,397
LLEOLIAD	Safle Bangor ond hefyd a chyfrifoldebau am wasanaethau ar gampysau Llangefni, Parc Menai, Glynllifon, Pwllheli a Dolgellau
ADRODDI	Cyfarwyddwr, Gwasanaethau Dysgwyr

Fel rheolwr o fewn Grŵp Llandrillo-Menai byddwch wedi ymroi i weledigaeth ganolog y Grwp sef bod yn:

- Ddarparwr addysg a dysg o'r radd flaenaf
- Ddarparwr addysg ddwyieithog
- Ysgogydd economaidd i'r economi leol
- Canolbwynt ar gyfer gweithio mewn partneriaeth

PRIF SWYDDOGAETHAU

Arwain Gwasanaethau Dysgwyr

1. Darparu a chydlynu gwasanaeth Gwybodaeth, Cyngor ac Arweiniad i ddysgwyr, ymgeiswyr, staff, partneriaid a busnesau ar bob campws
2. Rheoli'r broses dderbyn ar gyfer cyrsiau Addysg Bellach ac Uwch yn unol a Pholisi Derbyn y Grŵp.
3. Cydlynu darpariaeth y rhaglenni pontio ar gyfer y rhai sy'n gadael ysgol ar y cyd a'r Cyfarwyddwr, Gwasanaethau Dysgwyr, rheolwyr a staff y coleg, ysgolion ac asiantaethau allanol
4. Gweithio gyda staff cwricwlwm a Rheolwyr Maes Rhaglen i sicrhau body prosesau ar gyfer cynghori, cyfweld, cynnig, cofrestru a chyflwyno dysgwyr yn cael eu cynnal yn effeithiol
5. Ar y cyd a Chofrestru, rheoli a chynnal y data ymgeisio er mwyn gallu cynhyrchu adroddiadau ac ystadegau cywir
6. Cydlynu a gweithredu'r rhaglen cynefino llawn amser
7. Gweithredu fel y Swyddog Diogelu a enwir ar gyfer y coleg, gan weithio'n agos a'r Cyfarwyddwr, Gwasanaethau Dysgwyr a staff i ddarparu amgylchedd ddysgu ddiogel
8. Rheoli'r gwasanaethau lles, mentora, cwnsela a chefnogi dysgwyr gan gynnwys cydgysylltu ag asiantaethau a phartneriaid allanol

9. Hyrwyddo gweithredu a chefnogi ymwybyddiaeth o systemau a gweithdrefnau sy'n cefnogi dysgwyr, gangynnwys presenoldeb, côd ymddygiad a disgyblaeth dysgwyr er mwyn sicrhau'r profiad dysgu gorau bosibl
10. Cydlynu, hyrwyddo a gweithredu rhaglen o weithgareddau i gael deilliannau i Fframwaith Lles y Grŵp
11. Bod yn weithgar o ran hyrwyddo'r agenda Cydraddoldeb ac Amrywioldeb i sicrhau bod dysgwyr yn cyrraedd eu potensial ac ymateb i gwynion gan ddysgwyr sy'n gysylltiedig a chydaddoldeb neu amrywioldeb
12. Cydlynu ac hyrwyddo ymgysylltiad myfyrwyr a chyfleoedd cyfoethogi yn y coleg ac ar draws y Grŵp
13. Cydlynu'r broses i ethol Llywydd i Undeb y Myfyrwyr
14. Darparu cefnogaeth ymgynghorol i Lywydd Undeb y Myfyrwyr a gweithgareddau Undeb y Myfyrwyr
15. Rheoli'r gwasanaethau i gynnig Addysg a Chyngor gyrfaal yn y coleg
16. Hyrwyddo a rheoli gweithrediad a dyraniad y gwasanaethau cefnogaeth ariannol i fyfyrwyr gan gynnwys yr EMA, Grant Dysgu'r Cynulliad, Grant Llwybrau at Brentisiaethau, Grant Cymorth i Ddysgwyr (FCF), ysgoloriaethau, bwrsariaethau, grantiau a benthyciadau Addysg Uwch
17. Ary cyd a'r Cydlynnydd Trafnidiaeth hyrwyddo ymwybyddiaeth o Bolisi Trafnidiaeth y Grwp a chydlynu gwasanaethau trafndiaeth dysgwyr ar draws y safleoedd
18. Cefnogi a hyrwyddo blaenoriaethau holl swyddogaethau'r Gwasanaethau Academaidd ar draws y Grŵp.

Arweiniad i Staff

Darparu arweiniad a rheoli staff o fewn Gwasanaethau Dysgwyr er mwyn eu harwain a'u hysgogi i ddarparu gofal cwsmer ardderchog. Bydd dyletswyddau'ncynnwys:

1. Bod yn rhan o recriwtio, dewis a chyflwyno staff gyda'r nod o sicrhau body Gwasanaeth yn cyflogi a chadw staff cymwys a phrofiadol
2. Defnyddio staff yn effeithiol yn unol a'u trefniadau cytundebol, gan sicrhau gwerth am arian
3. Rheoli perfformiad staff, yn cynnwys adolygiad parhaus o berfformiad, adnabod anghenion hyfforddi, cynllunio i gwrdd a'r anghenion hyn yn unol ag amcanion y Grwp, cefnogi a hyfforddi staff, rheoli presenoldeb
4. Adeiladu a datblygu timau sy'n cyfathrebu'n effeithiol trwy gyfarfodydd rheolaidd a dulliau cyfathrebu eraill, er mwyn sicrhau gwaith tim effeithiol a chydlynol
5. Sicrhau cydraddoldeb cyfleoedd ac ymdriniaeth deg i hall staff y Gwasanaeth
6. Ymlyniad at Gynllun Iaith y Grwp a hyrwyddo gwasanaeth dwyieithog

Rheoli Adnoddau

1. Monitro perfformiad yn rheolaidd a mesur effaith Gwasanaethau Dysgwyr trwy godi materion a chynhyrchu adroddiadau i'r Cyfarwyddwr, Profiad Dysgwyr
2. Rheoli'r hall gyllidebau penodedig yn effeithiol gan sicrhau fod y gwasanaeth yn cynnig gwerth am arian yn unol a rheoliadau a systemau ariannol y Grŵp

3. Cydgysylltu a rheolwyr perthnasol o fewn Gwasanaethau Corfforaethol i sicrhau fod yr amgylchedd waith sydd o fewn eich rhychwant cyfrifoldeb chi yn addas i'r pwrpas o fewn yr adnoddau sydd ar gael
4. Cydgysylltu a rheolwyr perthnasol o fewn Gwasanaethau Corfforaethol i sicrhau fod yr offer a'r defnydd o dechnoleg yn briodol i anghenion y gwasanaeth
5. Cymryd cyfrifoldeb am sicrhau fod safonau a rheoliadau iechyd a diogelwch yn cael eu cadw o fewn eich cyfrifoldeb chi

Cyfrifoldebau corfforaethol a phersonol

1. Cadw safonau uchel o ymddygiad proffesiynol a bod yn batrwm o sut i ymddwyn i staff a dysgwyr
2. Cyfrannu at ddatblygiad y broses o gynllunio gweithredol/strategol o fewn y Grŵp mewn perthynas a swyddogaeth y Gyfarwyddiaeth Profiad Dysgwyr
3. Cynrychioli'r Grŵp mewn fforymau lleol a chenedlaethol perthnasol gan sicrhau bod buddiannau'r Grwp a'i ddysgwyr yn cael eucynrychioli
4. Ymateb, fel y bo'n briodol, i ddogfennau ymgynghori a grwpiau ffurfio polisi perthnasol ar ran y Grŵp
5. Cymryd rhan ym mhroses Adolygu Perfformiad y Grŵp gyda'r nod o wella'n barhaus eich perfformiad eich hun a diweddarau sgiliau a gwybodaeth
6. Ymgymryd ag unrhyw ddyletswyddau eraill sy'n briodol i'ch rol a safle a all fod yn ofynnol gan y rheolwr llinell, Cyfarwyddwr Gweithredol neu'r Prif Weithredwr.

GRŴP LLANDRILLO-MENAI

JOB DESCRIPTION

POST TITLE	Learner Services Manager
STATUS	Full time, Permanent
SALARY	MS1 – MS2: £38,348 - £40,397
LOCATION	Coleg Menai and Coleg Meirion Dwyfor Based at Bangor but also with responsibilities for service delivery at Llangefni, Parc Menai, Glynllifon, Pwllheli and Dolgellau campuses
REPORTING TO	Director, Learner Experience

As a manager within Grwp Llandrillo-Menai you will be committed to the overarching vision for the Grwp which is to be:

- A provider of excellent teaching and learning
- An exemplar deliverer of bilingual education
- An economic driver of the local economy
- A hub for partnership working

KEY ROLES

Leadership of Learner Services

1. To provide and co-ordinate an effective Information, Advice and Guidance service to learners, applicants, staff, partners and businesses at all campuses
2. Manage the admissions process for Higher and Further Education courses in line with Grwp's Admissions policy
3. In liaison with the Director, Learner Services, college managers and staff and colleagues from external agencies, co-ordinate the delivery of the transitional programmes for school leavers
4. In liaison with curriculum staff and Programme Managers, ensure that the processes for advising, interviewing, offer making, enrolling and the induction of learners is carried out effectively
5. In liaison with Registry, manage and maintain the application data in order to produce accurate MI reports and statistics
6. Co-ordinate and implement the full-time Induction programme
7. To act as a named Safeguarding Officer for the College, working closely with managers and

- tutors to provide a safe learning environment
8. Manage the learner welfare, mentoring, counselling and support services including liaison with external agencies and partners
 9. Promote, implement and support awareness of systems and procedures that support learners, including attendance, code of conduct and learner discipline to maximise a positive learner experience
 10. Co-ordinate, promote and implement the programme of activities to deliver outcomes of the Grwp's Well-being Framework
 11. Actively promote the Equality and Diversity agenda to ensure learners reach their potential and respond to equality and diversity related learner complaints
 12. To co-ordinate and to promote active student engagement in enrichment opportunities with the College and across the Grwp
 13. To co-ordinate the election process of the Student Union President
 14. To provide advisory support to the Student Union President and the SU activities
 15. To manage the Careers Education and Guidance Services offered in the College
 16. To promote and manage the implementation and allocation of the student financial support services including Education Maintenance Allowance, Assembly Learning Grant, Pathways to Apprenticeship Grant, Learner Support Grant (FCF), scholarships, bursaries, Higher Education grants and loans
 17. In liaison with the Transport Co-ordinator promote awareness of the Grwp's Transport Policy and co-ordinate the learner transport services across college sites
 18. To support and promote the priorities of all Academic Services' functions across the Grŵp.

Leadership of Staff

Provide leadership to and the management of staff within Learner Services in order to lead and motivate them to provide excellent customer care. Duties will include:

1. Involvement in the recruitment, selection and induction of staff with the aim of ensuring the Service engages and retains appropriately qualified and experienced staff
2. Effective deployment of staff in line with their contractual agreements, ensuring value for money
3. Performance management of staff, including on-going review of performance, identification of training needs, planning to meet those needs in line with the Grwp's objectives, supporting and coaching staff, attendance management
4. Building and developing teams which communicate effectively through regular meetings and other communications methods, in order to ensure effective, co-ordinated teamwork
5. Ensuring equality of opportunity and equitable treatment of all staff within the service
6. Adherence with the Grŵp's Welsh Language Scheme and promotion of a bilingual service

Management of Resources

1. Regularly monitor performance and measure the impact of Learner Services by escalating issues and produce reports to the Director, Learner Services
2. Manage effectively all assigned budgets ensuring that Learner Services provides value for money in line with the Grŵp's financial regulations and systems
3. Liaise with relevant Corporate Services managers to ensure that the working environment within your span of control is fit for purpose within the resources available

4. Liaise with relevant Corporate Services managers to ensure that equipment and use of technology is appropriate to the needs of the service
5. Take responsibility for ensuring that health and safety standards and regulations are adhered to

Corporate and personal responsibilities

1. Maintain high standards of professional conduct and act as a role model to staff and learners
2. Contribute to the development of the operational/strategic planning process within the Grŵp in relation to the function of the Learner Experience Directorate
3. Represent the Grŵp in relevant local and national fora ensuring that the Grŵp and its learners' best interests are promoted
4. Respond, as appropriate, to relevant consultation documents and policy formulation groups on behalf of the Grŵp
5. Participate in the Grŵp's Performance Review process with the aim of continuously improving own performance and updating skills and knowledge
6. Undertake any other relevant duties appropriate to your role and position which may be required by your line manager, Executive Director or the Chief Executive.

MANYLEB DEILIAD Y SWYDD

Rheolwr y Gwasanaethau i Ddysgwyr - Coleg Menai a Coleg Meirion Dwyfor

	HANFODOL	DYMUNOL
Addysg / Cymwysterau	<ul style="list-style-type: none"> • Wedi graddio neu ennill cymhwyster proffesiynol cyfwerth 	<ul style="list-style-type: none"> • Cymwysterau ym maes arwain a rheoli • Cymwysterau ym maes lles neu gyngor gyrfa
Profiad	<ul style="list-style-type: none"> • Profiad diweddar a pherthnasol o weithio gyda phobl ifanc 16+ • Profiad proffesiynol sydd wedi dangos arweinyddiaeth effeithiol 	<ul style="list-style-type: none"> • Profiad o weithio yn y sector AB neu AU • Profiad o reoli prosiectau
Sgiliau	<ul style="list-style-type: none"> • Y gallu i gyfathrebu'n broffesiynol ac yn gywir ar lafar ac yn ysgrifenedig yn y Gymraeg a'r Saesneg • Sgiliau rhyngbersonol ardderchog • Y gallu i ryngweithio'n effeithiol â staff a myfyrwyr • Y gallu i arwain ac ysgogi staff i berfformio i'r safon uchaf • Y gallu i gynrychioli'r Grŵp yn hyderus ac yn broffesiynol mewn amrywiaeth o sefyllfaoedd allanol • Y gallu i greu a chynnal perthynas effeithiol â phartneriaid lleol, rhanbarthol a chenedlaethol 	

	<p>er mwyn gwella gwasanaethau i ddysgwyr</p> <ul style="list-style-type: none"> • Sgiliau TG rhagorol • Sgiliau trefniadol a gweinyddol ardderchog 	
Nodweddion personol	<ul style="list-style-type: none"> • Y gallu i gadw cyfrinachedd • Cyfathrebwr argyhoeddiadol sy'n gweithio mewn ffordd agored a chyfranogol • Pwyslais cryf ar ofalu am gwsmeriaid a rhoi gwasanaeth i gwsmeriaid • Y gallu i weithio'n hyblyg a pherfformio'n dda o dan bwysau • Y gallu i ysgogi eich hun, i weithio o'ch pen a'ch pastwn eich hun, ac i ddefnyddio'ch amser yn effeithiol • Parodrwydd i ysgwyddo cyfrifoldeb mewn amgylchedd prysur ac i groesawu newidiadau a heriau • Trwydded yrru gyfredol a cherbyd y gallwch ei ddefnyddio 	
Gwybodaeth	<ul style="list-style-type: none"> • Profiad o ddiogelu 	<ul style="list-style-type: none"> • Gwybodaeth am Prevent

PERSON SPECIFICATION

Learner Services Manager – Coleg Menai and Coleg Meirion Dwyfor

	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ul style="list-style-type: none"> Educated to degree level or possess an equivalent professional qualification 	<ul style="list-style-type: none"> Leadership and management qualifications Qualifications in careers guidance or welfare
Experience	<ul style="list-style-type: none"> Relevant and recent experience of working with young people aged 16+ An experienced professional with evidence of effective leadership 	<ul style="list-style-type: none"> Experience of working within the FE or HE sector Experience of managing projects
Skills	<ul style="list-style-type: none"> Ability to communicate professionally and accurately in Welsh and English, both orally and in writing Excellent interpersonal skills Ability to interact effectively with staff and students Ability to lead and motivate staff to perform to the highest standard Ability to represent the Grŵp confidently and professionally in a variety of external situations Ability to create and maintain strong relationships with local, regional and national partners to enhance the delivery of services to learners Excellent IT skills 	

	<ul style="list-style-type: none"> • Excellent organisational and administrative skills 	
Personal attributes	<ul style="list-style-type: none"> • Can maintain confidentiality • Persuasive communicator with open and participative style of working • A strong focus on customer care and customer service • Ability to work flexibly and to perform well under pressure • Has self-motivation, ability to work on your own initiative, and use your time effectively • Willingness to take responsibility within a demanding environment and welcoming of change and challenges • Has a current valid driving license and vehicle use 	
Knowledge	<ul style="list-style-type: none"> • Experience of safeguarding 	<ul style="list-style-type: none"> • Knowledge of Prevent