

## **SWYDD DDISGRIFIAD**

**SWYDD:** CYSWLLT DYSGU - PARTNERIAETH DYSGU OEDOLION  
(TYMOR SEFYDLOG O 14 MIS I DDECHRAU ION 2019 - MAI 2020)

**STATWS:** FFRACSIYNOL 0.4 (DEUDDYDD YR WYTHNOS)

**GRADDFA:** GRADDFA 2, PWYNT 14

**LLEOLIAD:** I'W GADARNHAU

### **YN ATEBOL I:**

Joanne Moore - Cyngor Sir Ddinbych, Lesley Tipping - Pennaeth Cynorthwyol

### **PRIF BWRPAS**

Rôl Dysgu Oedolion yn y Gymuned yw datblygu a hybu cyfleoedd dysgu ar gyfer pobl o fewn Sir Ddinbych a Chonwy mewn partneriaeth gyda darparwyr addysg ôl 16.

Cael mwy o oedolion i gymryd rhan mewn dysgu gydol oes a datblygu addysg oedolion ymlaen drwy hybu dysgu, rheoli a datblygu'r gwasanaeth yn unol â blaenoriaethau cenedlaethol a lleol a rhanbarthol.

Cefnogi gwaith Cyswllt Dysgu - Partneriaeth Dysgu Oedolion yn y Gymuned Conwy a Sir Ddinbych a chydlynu darpariaeth Dysgu Oedolion yn y Gymuned yn y ddau awdurdod lleol.

Cydlynu gweithgareddau partneriaeth Dysgu Oedolion yn y Gymuned (a adwaenir fel Cyswllt Dysgu) ar draws Conwy a Sir Ddinbych mewn cydweithrediad gyda phartneriaid.

### **PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:**

1. Arolygu a sicrhau cydymffurfiaid gyda'r holl brosesau a gweithdrefnau Ansawdd ar gyfer y bartneriaeth Cyswllt Dysgu o ran anghenion Cyngor Sir Ddinbych a Chyngor Bwrdeistref Sirol Conwy.
2. Cynorthwyo gyda chydlynu'r cynnig cwricwlwm ar gyfer darpariaeth ar draws siroedd Dinbych a Chonwy gan weithio gyda phartneriaid i sicrhau fod y cynnig cwricwlwm yn unol â blaenoriaethau cyllido cyfredol.
3. Cydlynu a threfnu'r cynlluniau darparu gwasanaeth yn unol â blaenoriaethau a gytunwyd
4. Cynorthwyo gyda'r wybodaeth ofynnol i grynhoi Adroddiad Hunanasesu a Chynllun Datblygu Ansawdd.
5. Trefnu cyfarfodydd ac eitemau agenda ar gyfer y grwpiau canlynol: Grŵp Partneriaeth gan gynnwys yr holl Ddeiliaid diddordeb, Grŵp Ymchwilio a'r Grŵp Cwricwlwm

6. Cydlynu digwyddiadau a chynorthwyo gyda marchnata'r holl ddarpariaeth Addysg Oedolion.
7. Cynorthwyo gyda datblygu a chynnal partneriaethau cyfredol ac sy'n esblygu o fewn Conwy.
8. Nodi a sicrhau cyllido ychwanegol ar gyfer Dysgu Oedolion yn y Gymuned mewn cyswllt gyda phartneriaid darparu.
9. Datblygu a Hybu Dysgu Oedolion yn y Gymuned yn unol ag anghenion canfyddedig cymunedau arfordirol a gwledig Sir Ddinbych a Chonwy.
10. Gweithio gyda darparwyr i sicrhau fod Cyswllt Cymru yn "barod ar gyfer arolygiad" bob amser
11. Cefnogi'r datblygiad o wybodaeth dilyniant gynhwysfawr a chynghor ac arweiniad ar draws y Bartneriaeth Ddysgu.
12. Cynrychioli'r Bartneriaeth DOG mewn cyfarfodydd a fforymau cenedlaethol, rhanbarthol a lleol.

### **MANYLEB DEILIAD Y SWYDD**

#### **GOFYNION HANFODOL**

1. Cymwysterau academaidd hyd at lefel Gradd.
2. Llwyddiant gyda gweithio mewn partneriaeth a sgiliau rhyngbersonol a dylanwadu da.
3. Sgiliau cyflwyno personol a chyfathrebu da
4. Y gallu i weithio o dan bwysau a chyflawni targedau heriol.
5. Gwybodaeth am y cwricwlwm AOG a blaenoriaethau
6. Gwybodaeth am Estyn a'r broses Arolygu Cyffredin
7. Y gallu i weithio'n llwyddiannus gyda chydweithwyr ar draws yr holl ddeiliaid diddordeb.
8. Lefel Uchel o sgiliau TG.
9. Medru teithio yn annibynnol ar draws siroedd Conwy a Dinbych wrth gyflawni dyletswyddau
10. Trwydded Yrru Lawn gyfredol

#### **GOFYNION DYMUNOL**

1. Profiad o lechyd a Diogelwch / Diogelu ac Atal
2. Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.

## **JOB DESCRIPTION**

**POST: CYSWLLT DYSGU - ADULT LEARNING PARTNERSHIP COORDINATOR**  
(14 MONTH FIXED TERM INITIALLY JAN 2019 – MAY 2020)

**STATUS: FRACTIONAL 0.4 (TWO DAYS PER WEEK)**

**GRADE: SCALE 2 POINT 14**

**LOCATION: TBC**

### **LINE MANAGEMENT ACCOUNTABILITY TO:**

Joanne Moore - Denbighshire County Council, Lesley Tipping - Assistant Principal

### **KEY PURPOSE**

The role of Adult Community Learning is to develop and promote learning opportunities for people within Denbighshire and Conwy in partnership with providers of post 16 education.

To increase the participation of adults in lifelong learning and to take the adult education forward in promoting learning, manage and develop the service in line with national and local and regional priorities.

To support the work of Cyswllt Dysgu – the Conwy and Denbighshire Adult and Community Learning Partnership and to coordinate the provision of ACL in both local authorities.

To coordinate the partnership operations of Adult and Community Learning (known as Cyswllt Dysgu) across Conwy and Denbighshire in liaison with partners.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Oversee and ensure compliance with all Quality processes and procedures for the Cyswllt Dysgu partnership in relation to the needs of both Denbighshire County Council and Conwy County Borough Council
2. Assist with co-ordination of the curriculum offer for provision across the counties of Denbighshire and Conwy working with partners to ensure the curriculum offer is in line with current funding priorities.
3. Co-ordinate and compile the service delivery plans in line with agreed priorities.
4. Assist with the information required to compile the Self-Assessment Report and Quality Development Plan
5. Organise meetings and agenda items for the following groups: Partnership Group including all stakeholders, Scrutiny Group and the Curriculum Group

6. Co-ordinate events and assist with the marketing of all Adult Learning provision.
7. Assist with developing and maintaining current and evolving key partnerships within Conwy.
8. Identify and secure additional funding for ACL in liaison with delivery partners.
9. Develop and promote ACL in line with the identified needs of Denbighshire and Conwy's coastal and rural communities.
10. Work with providers to ensure Cyswllt Dysgu is "inspection ready" at all times
11. Support the development of comprehensive progression information and advice and guidance across the Learning Partnership.
12. Represent the ACL Partnership at national, regional and local meetings and forums.

## **PERSON SPECIFICATION**

### **ESSENTIAL REQUIREMENTS**

1. Academic qualifications to degree level.
2. Strong record in partnership working and good interpersonal and influencing skills
3. Good presentation and communication skills
4. Ability to work under pressure and achieve demanding targets.
5. Knowledge of the ACL curriculum and priorities.
6. Knowledge of Estyn and the Common Inspection process
7. Ability to work successfully with colleagues across from all stakeholders.
8. High level of IT skills.
9. Able to travel independently across Conwy and Denbighshire in the discharge of duties
10. Current full driving licence

### **DESIRABLE REQUIREMENTS**

1. Experience of Health and Safety / Safeguarding and Prevent.
2. The ability to communicate through the medium of Welsh.