

SWYDD DDISGRIFIAD

SWYDD:	CYNORTHWYDD CYMORTH DYSGU Dysgwyr sydd ag anawsterau dysgu a / neu anabledau (LLDD) a myfyrwyr sydd ag anawsterau Cymdeithasol emosiynol ac ymddygiadol (SEBD).
STATWS:	RHAN AMSER, TAL YR AWR (17.5 awr yr wythnos)
GRADD	PWYNT 14
LLEOLIAD:	CAMPWS RHOS

PRIF BWRPAS

Y prif bwrpas ydy cefnogi dysgwyr sydd ag amrediad eang o anawsterau dysgu a / neu anabledau fel eu bod yn gallu gwreiddu eu potensial a gwneud y mwyaf o'r cyfleoedd dysgu a gynigir iddynt. Mae'r rôl hefyd yn cynnwys cefnogi a chynorthwyo staff dysgu yn eu gofal academaidd, cymdeithasol a bugeiliol dros y myfyrwyr LLDD.

Byddwch yn gweithio'n agos gydag amrediad o fyfyrwyr LLDD a'u tiwtoriaid sydd un ai'n arbenigwyr pwnc neu arbenigwyr ym maes cefnogi dysgu. Fe all bod gofyn i chi weithio mewn sawl lleoliad gwahanol. Mae'n hanfodol bod Cynorthwywyr Cymorth Dysgu yn gweithio'n effeithiol fel rhan o dîm

Bydd gofyn i ddeiliad y swydd gwblhau cymhwyster CCD priodol a chymhwyster Sgiliau Sylfaenol, a bydd disgwyl i chi hefyd gymryd rhan mewn amrywiol hyfforddiant staff gorfodol gan gynnwys Cwrs Hyfforddiant Bws Mini Midas a chymhwyster Cymorth Cyntaf priodol. Trefnir y cyrsiau hyn i chi gan y Coleg mor fuan â phosib ar ôl i chi ddechrau ar y swydd. Yn ychwanegol i hyn bydd disgwyl i chi gymryd rhan mewn gweithgareddau hyfforddiant staff perthnasol a chymryd pob cyfle i ddatblygu'r sgiliau sydd eu hangen i fod mor sgilgar ac effeithiol â phosib yn y rôl.

Disgwylir i Gynorthwywyr Cymorth Dysgu gyflawni eu swyddogaethau yn unol â'r canllawiau Cynorthwywyr Cymorth Dysgu Coleg Llandrillo ac o fewn system Ansawdd y Coleg. Bydd dyletswyddau yn amrywio yn unol ag anghenion myfyrwyr ond gallant gynnwys rhai neu bob un o'r canlynol:

1. Hwyluso a hyrwyddo'r broses o integreiddio/cynnwys myfyrwyr o fewn eu grŵp oedran, yn gymdeithasol ac mewn perthynas â dysgu.
2. Defnyddio cefnogaeth briodol i wneud yn siŵr bod dysgwr/wyr yn dilyn tasgau ac yn ymddwyn yn briodol yn ystod y gwersi.
3. Sefydlu perthynas weithio dda gyda staff dysgu.
4. Cynnig cymorth i diwtor pwnc i drefnu, datblygu a pharatoi deunyddiau dysgu, tasgau i fyfyrwyr ac aseiniadau.

5. Cynnig cymorth i diwtor pwnc i asesu a chofnodi cynnydd y myfyrwyr e.e. cynlluniau dysgu unigol.
6. Darparu adborth adeiladol i fyfyrwyr.
7. Mynd i gyfarfodydd perthnasol gyda'r tiwtoriaid pwnc a thimau'r cwrs.
8. Cynnig cymorth symudedd i fyfyrwyr ar gampws y Coleg.
9. Cynorthwyo myfyriwr/wyr i ddefnyddio lifft, ramp ayb pryd a phan fydd angen.
10. Cynorthwyo myfyriwr/wyr i gyda materion gofal personol h.y. cymorth i fynd/dod o'r toiled ac os bydd angen cymorth i ddefnyddio'r toiled.
11. Hebrwng myfyriwr/myfyrwyr i Gaffi'r Myfyrwyr/Lolfa Myfyrwyr yn ystod amser egwyl neu amser cinio a'u cynorthwyo i fwyta prydau os bydd angen.
12. Hebrwng myfyriwr/myfyrwyr i ddsbarthiadau a chynorthwyo i gyflawni cyfarwyddiadau'r darlithydd.
13. Atgoffa myfyriwr/myfyrwyr o'r cyfarwyddiadau/gwybodaeth a roddwyd gan y darlithydd.
14. Helpu myfyrwyr i adnabod eu hymddygiad amhriodol a chefnogi'r dysgwyr i ddefnyddio strategaethau rheoli ymddygiad cadarnhaol a osodwyd allan gan y Cydlynnydd Lles Dysgwyr SBA.
15. Cynorthwyo myfyriwr/wyr i ddefnyddio offer arbenigol.
16. Cynorthwyo myfyriwr/wyr i i fynd/dod o'u trafndiaeth.
17. Gweithredu fel ysgrifennydd pan fod angen, mewn arholiadau ayb.
18. Cynorthwyo i gynnal cofnodion myfyrwyr.
19. Cyflawni unrhyw ddyletswyddau eraill o fewn rheswm ar gais Rheolwr Maes Rhaglen Sgiliau Byw'n Unigol neu Gydlynnydd Cymorth Dysgu.

MANYLEB Y PERSON:

Nodweddion Hanfodol:

1. Cymhwyster Lefel 2 neu uwch mewn gofalu, cefnogi ac addysgu dysgwyr sydd ag anawsterau a/neu anabledau dysgu e.e. QCF, STL, HSC, CYP, CACHE/ BTEC.
2. Wedi cofrestru gyda, neu barodrwydd i gofrestru gyda Chyngor y Gweithlu Addysgu (CGA)
3. Empathi a dealltwriaeth o'r anawsterau sy'n wynebu myfyrwyr sydd ag anawsterau dysgu a/neu anabledau

4. Gallu i weithio fel rhan o'r tîm ac i weithio'n annibynnol yn ôl y gofyn.
5. Sgiliau cyfathrebu a sgiliau rhyngpersonol ardderchog a'r gallu i weithio gydag amrywiaeth eang o ddysgwyr a staff.
6. Diddordeb a pharodrwydd i weithio gyda dysgwyr sydd ag anawsterau dysgu ac anableddau.
7. Cymhwyster Sgiliau Sylfaenol/Hanfodol.
8. Sgiliau TG da yn cynnwys dealltwriaeth a phrofiad o ddefnyddio Microsoft Office.
9. Ymrwymiad i ddatblygiad proffesiynol parhaus yn cynnwys dilyn cyrsiau hyfforddiant ILS yn ystod blwyddyn gyntaf y swydd.

Nodweddion Dymunol:

1. Tystysgrif Bws Mini Midas
2. Cymhwyster Cymorth Cyntaf
3. Profiad o gynnig cefnogaeth/hyfforddiant neu addysgu.
4. Y gallu i gyfathrebu'n effeithiol drwy gyfrwng y Gymraeg a'r Saesneg.

JOB DESCRIPTION

POST:	LEARNING SUPPORT ASSISTANT Learners with learning difficulties and/or disabilities (LLDD) and students with Social and emotional behavioural difficulties (SEBD).
STATUS:	PART-TIME, HOURLY PAID (17.5 hours per week)
GRADE	POINT 14
LOCATION:	RHOS CAMPUS

KEY PURPOSE

The key purpose is to support learners with a wide range of learning difficulties and/or learning disabilities in order that learners are able to make the most of their potential and the learning opportunities offered to them. This role also therefore involves supporting and assisting teaching staff in the academic, social and pastoral care of LLDD students.

You will work closely with a range of LLDD students and their tutors who may be either subject specialists or learning support specialists. You may be required to work in various College locations. It is essential that Learning Support Assistants' work effectively as part of a team.

The post holder will have to complete an appropriate LSA qualification and a basic skills qualification and there will also be an expectation that you will participate in various mandatory staff training including Midas Mini-bus Training course and an appropriate First Aid qualification: These courses will be arranged for you by the College, as soon as possible after you start in post. Additionally, there will be an expectation that you will participate in relevant staff training activities and take up opportunities to develop the skills necessary to be as skilled and effective as possible in this role.

Learning Support Assistants will be expected to carry out their duties in accordance with Coleg Llandrillo's Learning Support Assistants' Guidelines and within the College Quality System. Duties will vary according to student need, but could include any or all of the following:

1. Facilitate and promote student integration/inclusion within the peer group, both socially and with regard to subject learning.
2. Through appropriate support, ensure that the learner(s) are on-task and appropriately behaved during classes.
3. Foster good working relationships with the teaching staff.
4. Provide assistance to the subject tutor in the organisation, development and preparation of learning materials, student tasks and assignments.
5. Provide assistance to the subject tutor in the assessments and the recording of progress of students e.g. individual learning plans.

6. Provide constructive feedback to students.
7. Attend relevant meetings with subject tutors and course teams.
8. Provide mobility assistance to student(s) around the College campus
9. Help student(s) to use lifts, ramps, etc. when and where necessary.
10. Help student(s) with personal care needs, i.e. helping in/out of toilets and 'if required, helping to use toilet.
11. Accompanying student(s) to College Cafes/Student Lounge during Break and lunch periods and assisting with eating of meals if required.
12. Accompany student(s) into classes and helping to carry out the lecturer's instructions.
13. Remind student(s) of instructions/information given by lecturer.
14. Helping students to recognise their inappropriate behaviour and support the learner to use positive behaviour management strategies set out by the ILS Learner Welfare Coordinator.
15. Helping student(s) to use specialist equipment.
16. Helping student(s) to/from their transport.
17. To act as an amanuensis (reader/writer) when necessary, in exams etc.
18. Help maintain student records.
19. Any other duties reasonably requested by the Programme Area Manager Independent Living Skills or the Learning Support Co-ordinator.

PERSON SPECIFICATION:

Essential Qualities:

1. A relevant Level 2 or above qualification in the care, support and educational of learners with learning difficulties and/or disabilities e.g. QCF, STL, HSC, CYP, CACHE/ BTEC.
2. Registered with, or willingness to register with, the Education Workforce Council (EWC)
3. Empathy and understanding of the difficulties faced by learners with learning difficulties and/or disabilities.
4. Ability to work as part of a team and to work independently as required.
5. Effective communication skills and interpersonal skills and ability to work with a diverse range of learners and staff.

6. A keen interest and enthusiasm to work with learners with learning difficulties and disabilities.
7. Basic/Essential Skills qualification.
8. Good IT skills including knowledge and application of Microsoft Office.
9. Commitment to continuous professional development to include undertaking the ILS training courses during the first year of employment.

Desirable Qualities:

1. Midas Mini Bus Certificate.
2. First Aid qualification.
3. Experience of providing support/ training or teaching.
4. The ability to communicate effectively through the medium of Welsh and English.