

SWYDD DDISGRIFIAD

TEITL Y SWYDD: RHEOLWR Y MAES RHAGLEN ADDYSG GYFFREDINOL YNG NGHOLEG MEIRION DWYFOR

YN ADRODD I: PENNAETH CYNORTHWYOL COLEG MEIRION DWYFOR

PRIF LEOLIAD: Dolgellau neu Bwllheli (i'w gytuno)

Fel aelod o dîm rheoli Grŵp Llandrillo Menai, bydd deiliad y swydd yn ymrwymo i genhadaeth y Grŵp sef:

Ysbrydoli llwyddiant drwy gynnig addysg a hyfforddiant rhagorol

ac i werthoedd y Grŵp sef:

- *Tegwch*
- *Ansawdd*
- *Arloesedd*
- *Proffesiynoldeb*

Pwrpas y Swydd:

Arwain y Maes Rhaglen Addysg Gyffredinol ar gampysau Coleg Meirion Dwyfor er mwyn sicrhau bod pob dysgwr yn cyrraedd ei lawn botensial ac yn elwa ar y profiadau dysgu gorau posibl.

Bydd cyfrifoldebau'n cynnwys AS, Lefel A, pynciau TGAU sy'n cael eu hailsefyll a Bagloriaeth Cymru.

ROLAU ALLWEDDOL

Arweinyddiaeth Academiaidd

- 1 Cynllunio cwricwlwm perthnasol, rhesymegol a chost effeithiol ar gyfer Addysg Gyffredinol, gan sicrhau bod y ddarpariaeth yn diwallu anghenion dysgwyr sy'n mynd ymlaen i fyd gwaith neu i ddilyn cwrs uwch
- 2 Creu diwylliant o wella ansawdd yn barhaus drwy ddefnyddio gweithdrefnau Sicrhau Ansawdd y Grŵp, monitro rheolaidd ar gyrhaeddiad, cyfraddau cadw a chwblhau dysgwyr yn erbyn targedau, ac ymateb yn effeithiol i faterion a nodwyd drwy broses hunanasesu'r Maes Rhaglen
- 3 Ysgogi a gweithredu gwelliannau i wasanaethau'r Maes Rhaglen
- 4 Sicrhau cyfle a gwasanaeth cyfartal i'r holl staff a dysgwyr
- 5 Hyrwyddo dwyieithrwydd yn y ddarpariaeth a'r gwasanaeth yn unol â Safonau'r Iaith Gymraeg a Strategaeth Iaith Gymraeg y Grŵp
- 6 Annog y defnydd o strategaethau dysgu, addysgu ac asesu arloesol gan gynnwys defnyddio technoleg dysgu i ysbrydoli ac annog dysgwyr

- 7 Annog a hyrwyddo dysgu ac addysgu effeithiol ac adfyfyriol drwy esiampl, cefnogaeth a chyngor, gan gynnwys lledaenu arfer da
- 8 Sicrhau bod trefniadau cynefino ar gyfer dysgwyr, cyfarfodydd gyda thiwtoriaid personol, gosod targedau, ac adroddiadau cynnydd yn cael eu gweithredu'n unol â gweithdrefnau'r Grŵp

Rheoli Staff

1. Cymryd rhan yn y broses o recriwtio, dewis a chynefino staff gyda'r nod o sicrhau bod y Grŵp yn cyflogi ac yn cadw staff cymwys a phrofiadol
2. Cynllunio a monitro datblygiad staff yn unol â'u cytundebau, sicrhau gwerth am arian a'r gwasanaeth gorau bosibl i ddysgwyr a chyflogwyr
3. Rheoli perfformiad staff gan gynnwys cynnal adolygiadau cyfnod prawf, arsylwi, arfarnu a chynnig cefnogaeth fel bo angen er mwyn sicrhau bod staff yn perfformio hyd eithaf eu gallu
4. Hyrwyddo hyfforddiant a datblygiad staff yn unol ag amcanion corfforaethol
5. Adeiladu a datblygu timau academiaidd a chefnogi busnes effeithiol a sicrhau bod cyfarfodydd tîm yn cael eu cynnal yn rheolaidd er mwyn lledaenu gwybodaeth yn effeithiol a gweithredu fel fforymau trafod
6. Sicrhau bod cysylltiad effeithiol rhwng tiwtoriaid personol, tiwtoriaid pwnc, gwasanaethau i ddysgwyr a thimau cymorth dysgu

Rheoli Adnoddau

1. Cymryd rhan ym mhroses gynllunio'r Maes Rhaglen, gan gynnwys cynllunio'r cyllidebau sydd wedi'u neilltuo ar gyfer y Maes Rhaglen Addysg Gyffredinol, a datblygiad cynllun gweithredu'r coleg
2. Sicrhau bod y Maes Rhaglen Addysg Gyffredinol yn cynnig gwerth am arian a bod gwariant yn cadw o fewn cyfyngiadau cyllidebol yn unol â threfniadau a systemau cyllidol y Grŵp
3. Trafod gyda'r Pennaeth Cynorthwyol, yr adran ystadau a'r gwasanaethau TCCh i sicrhau bod yr adeiladau/ystafelloedd a'r offer yn effeithiol, yn cael eu cynnal a'u cadw ac yn addas at y diben
4. Bod yn gyfrifol am sicrhau bod safonau a rheoliadau iechyd a diogelwch yn cael eu cadw yn y meysydd sydd o dan eich rheolaeth
5. Sicrhau bod maint y grwpiau dysgu'n cael eu trefnu yn y modd gorau posibl er mwyn gwneud defnydd effeithiol o ystafelloedd, staff ac offer
6. Sicrhau bod pob aelod o staff yn gweithredu'n unol â systemau MIS, cofnodi a thracio'r coleg
7. Ymgymryd â chyfrifoldebau rheoli campws fel bo angen

Cyfrifoldebau corfforaethol a phersonol

1. Cynnal safonau uchel o ran ymddygiad proffesiynol a bod yn batrwm i staff a dysgwyr
2. Ymateb i faterion sy'n ymwneud â disgyblaeth dysgwyr yn unol â pholisïau a gweithdrefnau'r Grŵp
3. Cyfrannu i broses cynllunio gweithredol y Grŵp
4. Datblygu partneriaethau a chysylltiadau eraill rhwng y Maes Rhaglen, busnesau a rhanddeiliaid eraill er budd dysgwyr, i hyrwyddo'r coleg

5. Cysylltu â staff y Gwasanaethau i Ddysgwyr ynghylch materion yn ymwneud ag ymholiadau, cyfweiliadau a hyrwyddo'r cwricwlwm
6. Cysylltu â'r tîm marchnata ynghylch materion yn ymwneud â datblygu deunyddiau cyhoeddusrwydd a marchnata a chynrychioli'r Maes Rhaglen mewn digwyddiadau marchnata
7. Addysgu am hyd at 200 awr bob blwyddyn, gan gynnwys gofalu am ddsbarthiadau fel bo angen
8. Cymryd rhan ym mhroses Adolygu Perfformiad y Grŵp, gyda'r nod o wella eich perfformiad eich hun yn barhaus a diweddarau eich sgiliau a'ch gwybodaeth
9. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais y rheolwr llinell, y Pennaeth neu'r Prif Weithredwr.

MANYLEB DEILIAD Y SWYDD

TEITL Y SWYDD: Rheolwr Maes Rhaglen Addysg Gyffredinol, Coleg Meirion Dwyfor

	HANFODOL	DYMUNOL
Addysg / Cymwysterau	Gradd mewn pwnc sy'n berthnasol i'r cwricwlwm Lefel A Cymhwyster addysgu cydnabyddedig	Cymhwyster ôl-radd mewn maes academaidd perthnasol Cymhwyster arwain/rheoli
Profiad	Profiad addysgu sylweddol ym maes Lefel A Profiad o arwain rhaglen/pwnc	Profiad o addysgu mewn sefydliad AB Profiad o gyflwyno Bagloriaeth Cymru Arwain tîm Profiad o reoli cyllidebau
Sgiliau	Sgiliau rhyngbersonol ardderchog Gallu i ymdrin yn effeithiol â materion yn ymwneud â dysgwyr, gan gynnwys cysylltu â rhieni ac amrywiaeth o asiantaethau cefnogi allanol Gallu i arwain ac ysgogi staff i berfformio i'r safon uchaf Gallu i gyrraedd targedau Gallu i reoli cyllidebau'n effeithiol Gallu i gynrychioli'r coleg yn hyderus ac yn broffesiynol mewn amrywiaeth o sefyllfaoedd allanol Sgiliau TG rhagorol Sgiliau trefniadol a gweinyddol ardderchog	Hyderus wrth ddefnyddio TGD/e-ddysgu Sgiliau digidol (e.e. Google Classroom)
Gallu leithyddol	Hyderus i gyfathrebu ar lafar mewn ystod o gyd-destunau proffesiynol Sgiliau cyfathrebu ysgrifenedig o'r radd flaenaf	

(Cymraeg a Saesneg)		
Nodweddion personol	<p>Gallu i weithredu'n hyderus ac yn bendant</p> <p>Hunanddibynnol a dibynadwy</p> <p>Agored i syniadau newydd, creadigol a pharod i addasu</p> <p>Hawdd siarad â chi ac yn dangos cydymdeimlad ag anghenion dysgwyr a staff</p> <p>Cydwytbodol ac awyddus i lwyddo</p>	
Gwybodaeth	<p>Gwybodaeth o Fframwaith Arolygu Cyffredin Estyn a phrosesau arolygu</p> <p>Gofynion cyrff dyfarnu mewn perthynas â chymwysterau Lefel A a TGAU</p>	<p>Prosesau ansawdd a mesur perfformiad yn y sector AB</p> <p>Prosesau cynllunio a chyllido yn y sector AB</p> <p>Strategaethau dysgu ac addysgu ac anghenion dysgwyr dwyieithog</p>



JOB DESCRIPTION

JOB TITLE: GENERAL EDUCATION PROGRAMME AREA MANAGER COLEG MEIRION DWYFOR

REPORTING TO: ASSISTANT PRINCIPAL COLEG MEIRION DWYFOR

MAIN LOCATION: Dolgellau or Pwllheli (to be agreed)

As a member of the Grŵp Llandrillo Menai management team, the post-holder will be committed to the Grŵp's mission which is:

Inspiring success by providing excellent education and training

and to the Grŵp's Values which are:

- *Equity*
- *Quality*
- *Innovation*
- *Professionalism*

Job Purpose:

Lead the General Education Programme Area on Coleg Meirion Dwyfor campuses in order to ensure that all learners fulfil their potential and benefit from the best possible learner experiences.

Responsibilities will include AS, A Levels, GCSE resit subjects and the Welsh Baccalaureate.

KEY ROLES

Academic Leadership

- 1 Plan a relevant, coherent and cost effective curriculum for General Education, ensuring that provision meets the needs of learners progressing to further study or employment.
- 2 Create a culture of continuous quality improvement through the application of Grŵp Quality Assurance procedures, regular monitoring of performance in attainment, retention and successful completion against target and an active response to issues identified through the Programme Area self-assessment process
- 3 Initiate and implement improvements in services within General Education
- 4 Ensure equality of opportunity and service for all staff and learners
- 5 Promote bilingualism within provision and services in line with the Welsh Language Standards and the Grŵp's Welsh Language Strategy
- 6 Encourage the use of innovative teaching, learning and assessment strategies including the use of learning technology to inspire and motivate learners

- 7 Encourage and promote effective and reflective teaching and learning through example, support and advice, including the dissemination of good practice
- 8 Ensure that learner induction, personal tutorials, target setting, tracking, progress reports are carried out in accordance with Grŵp procedures

Management of Staff

1. Take part in the recruitment, selection and induction of staff with the aim of ensuring the Grŵp engages and retains appropriately qualified and experienced staff
2. Plan and monitor the deployment of staff in line with their contractual agreements, ensuring value for money and the best possible service to learners and employers
3. Manage the performance of staff including carrying out probationary reviews, observations, and appraisals, providing support as required, to ensure all staff are able to maximise their performance
4. Promote the training and development of staff to support the achievement of corporate objectives
5. Build and develop effective academic and business support teams and ensure regular team meetings take place to enable the effective dissemination of information and to act as a forum for discussion
6. Ensure there is effective liaison between personal and subject tutors and the learning services and learning support teams

Management of Resources

1. Participate in the planning process for the Programme Area including planning of budgets devolved to the General Education Programme Area and the development of the college operational plan
2. Ensure that the General Education Programme Area provides value for money and spend remains within allocated budgets in line with the Grŵp's financial regulations and systems
3. Liaise with the Assistant Principal, Estates and ICT services to ensure accommodation and equipment is effective, maintained and fit for purpose
4. Take responsibility for ensuring that health and safety standards and regulations are adhered to within own span of control
5. Ensure learner group sizes are optimised to ensure effective utilisation of staff, rooms and equipment,
6. Ensure that all staff adhere to college MIS, recording and tracking systems
7. Undertake campus duty management responsibility as required

Corporate and personal responsibilities

1. Maintain high standards of professional conduct and act as a role model to staff and learners
2. Address learner disciplinary matters in line with Grŵp policies and procedures
3. Contribute to the Grŵp operational planning process
4. Develop partnerships between the Programme Area, business and other stakeholders for the benefit of learners, to promote the college

5. Liaise with Learner Services staff in dealing with enquiries, interviews and promotion of the curriculum
6. Liaise with the Marketing team in the development of publicity and marketing materials and represent the Programme Area at marketing events
7. Teach up to 200 hrs per year, inclusive of cover as required
8. Participate in the Grŵp's Performance Review process with the aim of continuously improving own performance and updating skills and knowledge
9. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Principal or the Chief Executive.

PERSON SPECIFICATION

JOB TITLE: General Education Programme Area Manager, Coleg Meirion Dwyfor

	ESSENTIAL	DESIRABLE
Education/ Qualifications	<p>Degree in a subject relevant to the A level curriculum</p> <p>Recognised teaching qualification</p>	<p>Post-graduate qualification in a related academic subject.</p> <p>Leadership/management qualification.</p>
Experience	<p>Significant teaching experience within the A Level area.</p> <p>Programme/subject leadership experience</p>	<p>Experience of teaching in an FE environment.</p> <p>Experience of delivery of the Welsh Baccalaureate</p> <p>Team leadership</p> <p>Experience of budgetary management</p>
Skills	<p>Excellent interpersonal skills</p> <p>Ability to deal effectively with learner issues, including involvement with parents and a range of external support agencies</p> <p>Ability to lead and inspire staff to perform to the highest standards</p> <p>Proven ability to meet targets</p> <p>Ability to effectively manage budgets</p> <p>Ability to represent the college competently and professionally in a range of external settings</p> <p>Excellent IT skills</p> <p>Excellent organisational and planning skills</p>	<p>Competent use of ILT/e-learning</p> <p>Digital skills (e.g. Google Classrooms)</p>

Language Ability (Welsh and English)	<p>Confident to communicate orally within a range of professional contexts</p> <p>Excellent, accurate written communication skills</p>	
Personal attributes	<p>Confident and decisive</p> <p>Self-reliant and dependable</p> <p>Open to new ideas, creative and adaptable</p> <p>Approachable and empathetic to the needs of learners and staff</p> <p>Conscientious and driven</p>	
Knowledge	<p>Knowledge of the ESTYN Common Inspection Framework and inspection processes</p> <p>Awarding body requirements in relation to A Levels and GCSE qualifications</p>	<p>Quality processes and performance measures within the FE sector</p> <p>Planning and funding processes within the FE sector</p> <p>Bilingual teaching and learning strategies and the needs of bilingual learners</p>