

**SWYDD RHAN AMSER – GWYBODAETH YCHWANEGOL
PART TIME VACANCY - ADDITIONAL INFORMATION**

Teitl y Swydd/ Title of Post	<p align="center">DARLITHYDD(WYR) IECHYD A GOFAL LECTURER(S) IN HEALTH AND CARE</p>
Cyfadrn / Faculty	Iechyd a Gofal / Health and Care (CL)
Math o Gytundeb/ Contract Type	Darlithydd a delir wrth yr awr / <i>Hourly Paid Lecturer</i>
Pwrpas y swydd (Pwnc/Lefel y cwrs) Job purpose (Subject/Level to be taught)	<p>I addysgu Addysg bellach - Lefel 1-3, Addysg Uwch Lefel 4-6, yn ddibynnol ar gymwysterau a phrofiad yr ymgeisydd mewn un neu fwy o'r pynciau canlynol:</p> <p><i>To teach Further Education Levels 1-3, Higher Education Levels 4-6, depending on applicant skills, experience and qualifications in one or some of the following subjects:</i></p> <ul style="list-style-type: none"> • Cydraddoldeb Ac Amrywiaeth/ <i>Equality And Diversity</i> • Iechyd Meddwl /<i>Mental Health</i> • Gwyddoniaeth Iechyd /<i>Health Science</i> • Cyflyrau Tymor Hir / <i>Long Term Conditions</i> • Diogelu /<i>Safeguarding</i> • Hybu Iechyd /<i>Health Promotion</i> • Heneiddio ac Anabledd / <i>Ageing And Disability</i> • Ail-Alluogi / <i>Re-Ablement</i> • Cadw Cofnodion Ac Ysgrifennu Adroddiadau / <i>Record Keeping And Report Writing</i> • Gofal ddiwedd oes / <i>End Of Life Care</i> • Dementia • Rheoli haint / <i>Infection Control</i> • Camddefnydd o Sylweddau / <i>Substance Misuse</i> • Gofal Wedi Ei Ganolbwyntio Ar Yr Unigolyn / <i>Person Centred Care</i> • Hawliau'r Unigolyn / <i>Individual Rights</i> • Iechyd a Diogelwch / <i>Health And Safety</i> • Datblygiad yr Unigolyn / <i>Individual Development</i>
Patrwm gwaith y swydd / Working pattern of Post	Tymor yn unig, yn ystod y dydd i raddau helaeth <i>Term time only, largely day time</i>
Nifer o oriau sydd ar gael / Number of Hours available	Cyfanswm o hyd at 15 awr yr wythnos, yn debygol o gael ei rannu rhwng staff â gwahanol arbenigeddau / lefelau <i>Up to 15 hours per week in total, likely to be divided between staff with different specialisms/ levels</i>

Lleoliad gwaith / Place of work	<i>Llandrillo-yn-Rhos / Rhos-on-Sea / Rhyl</i>
Hawliau pensiwn / Pension rights	<i>Cynllun Pensiwn i Athrawon (TSS) Teachers' Superannuation Scheme (TSS)</i>
Sut i geisio am y swydd How to apply for the post	<i>Cwblhau Ffurflen Gais os gwelwch yn dda Please complete an application form</i>

SWYDD DDISGRIFIAD

**SWYDD: DARLITHYDD MEWN IECHYD A GOFAL
CYMDEITHASOL**

STATWS: RHAN AMSER, TALU WRTH YR AWR

**GRADD: £16.62 - £25.22 YR AWR
(CYNNWYS TAL GWYLIAU)**

LLEOLIAD: CAMPWS RHOS

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. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig
- A2. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig.
- A3. 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. 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
- C10. Cyfrannu at holl systemau sicrhau ansawdd perthnasol y coleg; gweithdrefnau rheoli mewnol ac allanol
- C11. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chysiau

D: Darparu cefnogaeth i ddysgwyr

- D1. Sicrhau bod dysgwyr yn ymwybodol o wasanaethau cefnogi a chynghori priodol ac yn gwybod sut i'w defnyddio
- D2. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg

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

G: Cyfrifoldebau Cyffredinol

- G1. Cydymffurfio â pholisi Diogelwch, Iechyd a'r Amgylchedd Diwygiedig y Grŵp er mwyn cynnal amgylchedd gwaith ac amgylchedd addysgu diogel
- G2. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais eich rheolwr atebol, Uwch Gyfarwyddwr neu'r Prif Weithredwr

MANYLEB DEILIAD Y SWYDD:

Gofynion Hanfodol:

1. Gradd berthnasol neu gymhwyster cyfwerth.
2. Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn pedair blynedd i'r penodiad, a phrofiad o addysgu mewn maes perthnasol.
3. Profiad addysgu llwyddiannus i un ai dysgwyr AB, myfyrwyr neu unigolion yn gweithio yn y sectorau iechyd a neu ofal cymdeithasol.

- Cydraddoldeb Ac Amrywiaeth
- Iechyd Meddwl
- Gwyddoniaeth Iechyd
- Cyflyrau Tymor Hir
- Diogelu
- Hybu Iechyd
- Heneiddio ac Anabledd
- Ail-Alluogi
- Cadw Cofnodion Ac Ysgrifennu Adroddiadau
- Gofal ddiwedd oes
- Dementia
- Rheoli haint
- Camddefnydd o Sylweddau
- Gofal Wedi Ei Ganolbwyntio Ar Yr Unigolyn
- Hawliau'r Unigolyn
- Iechyd a Diogelwch
- Datblygiad yr Unigolyn

7. Wedi cofrestru gyda Chyngor y Gweithlu Addysg neu'n barod i wneud hyn cyn ymgymryd â'r swydd.

8. Gallu defnyddio systemau a rhaglenni TG yn fedrus.

9. Y gallu i uniaethu â gwahanol ddysgwyr, ac ymrwymiad i gyfle cyfartal.

10. Sgiliau trefnu, rhyngpersonol a chyfathrebu ardderchog.

11. Gallu rhoi sgiliau gweithio mewn tîm ar waith.

Gofynion dymunol

1. Gallu ac yn barod i deithio'n annibynnol a chyflwyno'r gwaith yn adeiladau'r cyflogwr lle'n briodol.
2. Hyblyg o ran patrwm gweithio i ddiwallu anghenion y sector ar gyfer meysydd

gwaith masnachol.

3. Gradd uwch mewn maes iechyd perthnasol.
4. Cymhwyster iechyd neu ofal cymdeithasol clinigol
5. Y gallu i addysgu drwy gyfrwng y Gymraeg a'r Saesneg.
6. Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu

SWYDD DDISGRIFIAD

POST: LECTURER IN HEALTH AND CARE

STATUS: PART TIME, HOURLY PAID

**GRADE: £16.62 - £27.12 PER HOUR
(INCLUDING HOLIDAY PAY)**

LOCATION: RHOS 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. Assess learners' previous learning experiences and achievements in relation to the identified learning programme
- A2. Undertake initial assessments and identify any special learning or support Needs
- A3. 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. Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format
- C10. Contribute to all relevant college quality assurance systems; internal and external control procedures;
- C11. Participate in self-assessment processes including the evaluation of modules and courses

D: Providing learners with support

- D1. Ensure that learners are aware of and have access to appropriate support and guidance services
- D2. Maintain tutorial systems in line with college guidelines

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

G: General Responsibilities

- G1. Comply with the Grŵp's Safety, Health & Environment Policy in order to maintain a safe working and learning environment
- G2. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Executive Director or the Chief Executive.

PERSON SPECIFICATION:

Essential Requirements:

1. A relevant degree or equivalent qualification.
2. Teaching qualification or willingness to gain within 4 years of appointment and experience of teaching in a related area.
3. Proven successful, relevant teaching experience to either FE learners, HE students or individuals working in the health and or social care sectors.
5. Ability to teach some of the following range of subjects:
 - Equality And Diversity
 - Mental Health
 - Health Science
 - Long Term Conditions
 - Safeguarding
 - Health Promotion
 - Ageing And Disability
 - Re-Ablement
 - Record Keeping And Report Writing
 - End Of Life Care
 - Dementia
 - Health And Safety
 - Infection Control
 - Substance Misuse
 - Person Centred Care
 - Individual Rights
 - Health And Safety
 - Individual Development
7. Registered with the Education Workforce Council (EWC) or willingness to do so prior to taking up post.
8. Competent in use of IT systems and applications.
9. Empathy with diverse learners and commitment to equal opportunities.
10. Excellent organisation, interpersonal and communication skills.
11. Demonstrable team working skills.

Desirable Requirements:

1. Ability and willingness to travel independently and deliver in employer premises where appropriate.
2. Flexibility in terms of working pattern to meet sector needs for commercial areas of work.
3. A higher degree in a relevant health-related area.
4. A clinical health or social work qualification.
5. Ability to teach through the medium of Welsh and English.
6. Knowledge and experience of the use of learning technology.