

## **SWYDD DDISGRIFIAD**

**SWYDD: GORUCHWYLYDD SGILIAU YMARFEROL - TRYDANOL**

**STATWS: LLAWN AMSER PARHAOL**

**GRADDFA CYFLOG: GRADDFA 6 - £26, 011 - £27, 753 y flwyddyn**

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### **Pwrpas y Swydd:**

O dan arweiniad gan staff darlithio fe fydd y Goruchwyllydd Sgiliau Ymarferol yn darparu hyfforddiant a chyfarwyddyd i ddysgwyr yn gwneud gweithgareddau ymarferol mewn gweithdy ymarferol, cegin neu amgylchedd salon a byddant yn cynorthwyo a chefnogi darlithwyr i tracio ac asesu cynnydd dysgwyr gan gynnig arweiniad a chefnogaeth os yn briodol.

Mae'n debygol y bydd Goruchwyllydd Sgiliau Ymarferol wedi ei amserlennu am hyd at 1000 o oriau cyswllt gyda dysgwyr yn ystod y flwyddyn academaidd gyda lleiafswm o 500 awr yn goruchwyllo dysgwyr mewn gweithdy.

### **PRIF DASGAU**

1. Darparu sesiynau sgiliau ymarferol i ddysgwyr mewn gweithdy a/neu yn y gweithle.
2. Asesu a chofnodi cynnydd dysgwyr yn unol a threfniadau'r tracio ac ansawdd y Grŵp ac ymgymryd a dyletswyddau gweinyddol a threfniadau asesu yn unol â threfniadau a gofynion y bwrdd dyfarnu.
3. Cynnig adborth ac arweiniad i ddysgwyr i gefnogi ac atgyfnerthu eu dysgu.
4. Cadw safonau disgyblaeth addas o fewn y gweithdy a sicrhau ymarfer dda gan ddysgwyr mewn perthynas a iechyd, diogelwch a lles.
5. Paratoi deunydd, taclau ac offer a chynnal y gweithdy / ardal waith ar gyfer sesiynau ymarferol gyda dysgwyr gan sicrhau cydymffurfiad gyda ymarferion iechyd, diogelwch a'r amgylchedd.
6. Ar adegau pan na fydd dysgwyr yn y coleg fe ddisgwylir i ddeilydd y swydd gynnal a chadw'r gweithdy, deunyddiau, taclau ac offer.
7. Cynorthwyo gyda gweithgareddau marchnata a recriwtio ac ymgymryd â datblygiad staff fel y bo'n briodol.

## **GWEITHGAREDDAU GWAITH**

### **1. Hyfforddi ac yn arolygu dysgwyr yn y gweithdy ymarferol.**

- 1.1. Dangos y defnydd diogel a chywir o beiriannau, offer a thaclau i ddysgwyr (a staff os oes angen) a chynghori, cynorthwyo a goruchwyllo.
- 1.2. Cynghori, cynorthwyo goruchwyllo dysgwyr i osod a gweithredu peiriannau, offer, arbrofion, prosesau ac ati yn ddiogel a chywir.
- 1.3. Cynghori a chynorthwyo dysgwyr i ddatblygu sgiliau iddynt gwblhau gwaith ymarferol a phortffolio.
- 1.4. Goruchwyllo dysgwyr yn gwneud prosiect ymarferol neu waith aseiniad a osodwyd gan ddarlithwyr neu reolwr atebol.
- 1.5. Hyfforddi a goruchwyllo dysgwyr gydag anghenion penodol i sicrhau bod pawb yn integreiddio i ddsbarthiadau ymarferol. Cynorthwyo eraill i ddyfeisio a gweithredu rhaglen wedi ei haddasu yn arbennig ar eu cyfer.
- 1.6. Goruchwyllo dysgwyr yn gwneud gweithgareddau arbenigol mewn amgylcheddau gwaith wedi eu hefelychu neu wirioneddol o fewn y coleg.
- 1.7. Cynorthwyo ac arolygu ymgeiswyr NVQ/Prentisiaid/Hyfforddeion, a dysgwyr ar brofiad gwaith (fel bo angen).

### **2. Asesu gwaith ymarferol myfyrwyr**

- 2.1. Asesu dysgwyr unigol neu brentisiaid/hyfforddeion lleoliad gwaith yn ffurfiol neu anffurfiol mewn sefyllfaoedd profiad gwaith gwirioneddol neu wedi ei hefelychu yn y Coleg a chynghori darlithwyr neu reolwyr atebol.
- 2.2. Cynnal cofnodion asesu yn unol gyda threfniadau coleg.
- 2.3. Cynorthwyo darlithwyr neu reolwyr atebol i asesu gwaith ymarferol myfyrwyr.
- 2.4. Monitro lleoliad gwaith myfyrwyr yn ffurfiol gan gynnwys unrhyw elfennau o asesiadau seiliedig ar waith sydd yn ofynnol.
- 2.5. Gwneud asesiad wedi ei seilio ar y man gwaith a chysylltu gyda gweithwyr perthnasol wrth ymgymryd â thasgau angenrheidiol yn y man gwaith.
- 2.6. Darparu gwybodaeth a chydweithredu mewn trefniadaethau dilysu mewnol ac allanol.
- 2.7. Cyfeirio pryderon am gynnydd neu lles i ddarlithydd neu rheolwr rhaglen fel yn briodol

### **3. Cyfranogi mewn cyd-gysylltu a datblygu rhaglenni**

- 3.1. Cyfranogi mewn cyfarfodydd Rhaglen Tîm.
- 3.2. Cynorthwyo arweinwyr cwrs i gynhyrchu cynlluniau gwaith – (yn ddibynnol ar anghenion dysgwyr).
- 3.3. Cynhyrchu amserlenni asesiadau, taflenni, dalennau aseiniad neu adnoddau eraill fel y bo angen.
- 3.4. Gwneud gwaith gweinyddol cysylltiedig gyda gweithgareddau ymarferol dysgwyr e.e. cofrestri, cofnodion gwaith, rhoi gwybod am absenoldebau, cynnydd ffurfiol ac anffurfiol ac adroddiadau cyflawniad, data ystadegol ac ati.
- 3.5. Cymryd rhan mewn trefniadaethau adolygu asesu ansawdd.
- 3.6. Cymryd rhan mewn unrhyw bwyllgor coleg neu grŵp yn datblygu neu adolygu rhaglenni o fewn maes arbenigedd deiliad y swydd.

### **4. Gweithredu, trwsio a chynnal peiriannau, taclau ac offer ac yn cynnal gweithdy**

- 4.1. Mewn cytundeb gyda'r Rheolwr Maes Rhaglen newid cynllun y gweithdy yn uniongyrchol neu drwy baratoi gofynion cynllun / gwasanaethau.
- 4.2. Gwirio'n weledol gyflwr peiriannau, offer gan gynnwys offer llaw neu bŵer; glanhau a thrwsio os yn bosib a'u taflu os nad yw.
- 4.3. Cynnal, addasu a gwasanaethu peiriannau, offer a thaclau, a gwneud atgyweiriadau o'r fath fel yn bosib gan weithio gyda chymorth technegwyr.
- 4.4. Rhoi gwybod am ofynion ar gyfer profi offer trydanol cludadwy i'r staff perthnasol.
- 4.5. Trefnu atgyweiriadau arbenigol gan wneuthurwyr / gyflenwyr neu yn cael eu cyngor i wneud atgyweiriadau yn bersonol - cydweithio gyda'r Rheolwr Rhaglen /staff gweithdai.
- 4.6. Gweithredu'r holl beiriannau yn ôl y gofyn gan ymlynu a rheoliadau iechyd a diogelwch
- 4.7. Adleoli peiriannau neu offer, unai ar eich pen eich hun neu gyda chymorth.

### **5. Cyflawni swyddogaethau iechyd a diogelwch**

- 5.1. Rhoi gwybod am beryglon a gwendidau a darparu cymorth i staff Ystadau a'r Swyddog Iechyd a Diogelwch pan fo angen, gan gynnwys; cynorthwyo gydag archwiliadau, darparu gwybodaeth a chasglu data.
- 5.2. Gweithredu fel Aseswr COSHH, o dan arweiniad Swyddog Iechyd a Diogelwch os oes angen, ar gyfer y gweithdy gan gynnwys; cael gafael ar Daflenni Data Peryglon;

gwneud a chofnodi'r asesiadau; gweithredu mesurau rheoli pan y gall a chyfeirio eraill at reolwyr llinell neu staff priodol.

- 5.3. Gweithredu fel Aseswr Perygl, o dan arweiniad Swyddog Iechyd a Diogelwch os oes angen, yn unol a deddfwriaeth gan gynnwys; cario allan a chofnodi'r asesiadau, gweithredu mesuriadau rheoli lle y gall a chyfeirio eraill at y rheolwr atebol neu staff priodol.
- 5.4. Cynhyrchu ac arddangos Rheolau Iechyd a Diogelwch gweithdy a chyfarwyddiadau gweithredu'n ddiogel ar beiriannau, taclau ac offer ar gyfer y gweithdy.
- 5.5. Cynnal diogelwch a chynnwys yr ardal waith h.y. deunydd ac offer.

## **6. Dyletswyddau eraill**

- 6.1 Ymgymryd ac unrhyw ddyletswydd arall sydd yn berthnasol i'r swydd drwy gytundeb gyda'r Rheolwr Rhaglen.

## **JOB DESCRIPTION**

**POST: PRACTICAL SKILLS SUPERVISOR- ELECTRICAL**

**STATUS: FULL-TIME PERMANENT**

**GRADE: SCALE 6 - £26, 011 - £27, 753 PER ANNUM**

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### **Job Purpose**

Under the general guidance and direction of lecturing staff the Practical Skills Supervisor will deliver practical sessions to groups of learners within a practical workshop, kitchen or salon environment and will provide support to lecturers by tracking and assessing learner progress, providing guidance and support where required.

Typically the Practical Skills Supervisor will be timetabled for up to 1000 hours in each academic year for direct contact with learners and with a minimum of 500 hours per annum of class supervision in a practical workshop setting.

### **MAIN TASKS**

1. Deliver practical skills/competencies in both workshop and/or workplace setting.
2. Assess and record learner progress in accordance with Grŵp tracking and quality systems and to undertake administration and assessment procedures in line with awarding body requirements.
3. Provide feedback and guidance to learners to support and reinforce their learning
4. Maintain appropriate standards of discipline and to ensure good workshop practice in relation to health, safety and welfare by learners.
5. Prepare materials, tools and equipment, workplaces and workstations for practical learner sessions ensuring compliance with agreed Health and Safety and environmental practices.
6. At times when there are no students/trainees present at the college, the post holder will undertake duties associated with the maintenance and upkeep of the workshop environment and tools, equipment and machinery.
7. Assist in marketing and recruitment activities and to undertake staff development as appropriate.

## **JOB ACTIVITIES**

### **1. Instructs and supervise students in practical workshop setting**

- 1.1 Demonstrate safe and correct use of equipment and materials to learners (and staff as necessary) and advises, assists and supervises.
- 1.2 Advise, assist and supervise learners in setting up and operating equipment and processes safely and correctly.
- 1.3 Advise and assist learners to develop skills that will enable them to complete their practical and portfolio work.
- 1.4 Supervise learners undertaking practical project or assignment work set by lecturers or line manager.
- 1.5 Instruct and supervise learners who have specific needs to help ensure that all are integrated into practical classes. Assists others to devise and implement customised programmes.
- 1.6 Supervise learners carrying out specialist activities in simulated or actual work environments within the college setting.
- 1.7 Assist and supervise Workplace NVQ Candidates/ Apprentices/Trainees, and learners on work placements (as required).

### **2. Assesses students' practical work**

- 2.1. Formally or informally assesses individual learners or work placement trainees in either real or simulated work experience/ in the workplace or college setting; and orally advises lecturers and line managers of learner progress.
- 2.2. Maintain assessment records in accordance with Grŵp procedures.
- 2.3. Liaise with relevant lecturers, team leaders and line manager in the assessment of learners' practical work.
- 2.4. Carry out formal monitoring of learners work placement including any elements of work-based assessments required.
- 2.5. Carry out work-based assessment with learners and liaise with relevant employees in the workplace to undertake necessary tasks.
- 2.6. Provide information for and co-operate in the internal and external verification procedures.
- 2.7. Refer concerns regarding learner progress or general welfare concerns to the lecturer or programme manager as agreed.

**3. Participates in co-ordination and development of programmes.**

- 3.1 Participate in Programme Team meetings.
- 3.2 Assist course leaders to produce schemes of work as appropriate – (depending on needs of individual groups of learners).
- 3.3 Produce assessment schedules, handouts, assignment sheets or other resources as necessary.
- 3.4 Carry out all related administration work in connection with the practical activities of learners e.g. registers, record of work, reporting absences, formal and informal progress and attainment reports, statistical data etc.
- 3.5 Participate in quality assessment review procedures.
- 3.6 Participate in any Grŵp committee or group developing or reviewing programmes within the post-holder's area of expertise.

**4. Working with others to operate, repair and maintain equipment and maintain workshop areas.**

- 4.1. In agreement with Programme Manager and working with relevant staff within the Programme Area modify workshop layout directly or by preparing layout / services requirements.
- 4.2. Visually checks condition of machinery and equipment, work with relevant staff to clean and repair if possible; and discards if not.
- 4.3. Maintains or adjusts equipment and carries repairs if appropriate with assistance from technicians.
- 4.4. Report requirements for testing portable electrical equipment to relevant staff.
- 4.5. Working with relevant staff to arrange for specialist equipment repairs by manufacturers/ suppliers.
- 4.6 Operate all machinery as required – adhering to current Health and Safety Regulations and procedures.
- 4.7 Work with relevant staff to re-locate machinery or equipment.

**5 Carries out health, safety and security functions.**

- 5.1 Report hazards and defects and provides assistance to Estates staff and Health and Safety Officer when required, including; assisting with inspections; supplying information and gathering data.

- 5.2 With guidance from health & safety officers as necessary, act as COSHH Assessor for workshops, obtain Hazard Data sheets; carry out and record the assessments; implement control measures and refer concerns to line manager or relevant staff.
  - 5.3 With guidance from health & safety officers where necessary, undertake risk assessments in accordance with under current legislation, carry out and record the assessments, implement control measures and refer concerns to Programme Manager or appropriate staff within college or in the workplace.
  - 5.4 Work with relevant staff to produce and display Workshop Health and Safety rules and Safe Operation instructions on workshop equipment.
  - 5.5 Maintain safety and security of workshop areas and contents i.e. equipment and materials.
- 6. Other duties**
- 6.1 Undertake any other duties that are relevant to the post in agreement with the Programme Area Manager



## MANYLEBAU'R PERSON

### GORUCHWYLYDD SGILIAU YMARFEROL - TRYDANOL

	Hanfodol	Dymunol
<b>Cymwysterau</b>	<ul style="list-style-type: none"> <li>• Cymhwyster galwedigaethol Lefel 3 (neu uwch), neu'r hyn sy'n cyfateb mewn disgyblaeth perthnasol</li> <li>• Cymhwyster asesu neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd</li> <li>• Wedi cofrestru gyda Chyngor y Gweithlu Addysg neu'n barod i wneud hyn cyn ymgymryd â'r swydd.</li> </ul>	<ul style="list-style-type: none"> <li>• Cymhwyster Dilysu Mewnol</li> <li>• Cymhwyster Iechyd a Diogelwch</li> </ul>
<b>Profiad</b>	<ul style="list-style-type: none"> <li>• Profiad o weithio mewn amgylchedd Adeiladwaith perthnasol.</li> </ul>	<ul style="list-style-type: none"> <li>• Profiad o weithio gydag ymgeiswyr NVQ /prentisiaid/ hyfforddeion</li> <li>• Profiad o wneud asesiadau o risg.</li> </ul>
<b>Priodoleddau Personol</b>	<ul style="list-style-type: none"> <li>• Hunan Gymhelliant</li> <li>• Gallu i weithio o dan bwysau ac i gyfarfod gyda dyddiadau cau</li> <li>• Gweithio i safonau proffesiynol a moesegol uchel</li> <li>• Trefnus</li> <li>• Gallu i weithio yn effeithiol fel rhan o dîm</li> </ul>	
<b>Sgiliau</b>	<ul style="list-style-type: none"> <li>• Cyfathrebwr effeithiol ar lafar ac yn ysgrifenedig</li> <li>• Gallu i gefnogi hyfforddeion i gyflawni eu hamcanion</li> <li>• Medru cynllunio gwaith a rheoli amser yn effeithiol</li> <li>• Sgiliau arwain pobl</li> <li>• Sgiliau TG datblygedig</li> </ul>	<ul style="list-style-type: none"> <li>• Medru cyfathrebu yn rhugl yn y Gymraeg a'r Saesneg</li> </ul>

## PERSON SPECIFICATION

### PRACTICAL SKILLS SUPERVISOR- ELECTRICAL

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Vocationally related Level 3 (or higher) or equivalent qualification in a relevant discipline</li> <li>• Assessor qualification or willingness to achieve within agreed period</li> <li>• Registered with the Education Workforce Council (EWC) or willingness to do so prior to taking up post</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Verifier qualification</li> <li>• Health &amp; Safety Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a relevant Construction environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with NVQ candidates/apprentices/trainees.</li> <li>• Experience of undertaking risk assessments.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Ability to work under pressure and to meet deadlines</li> <li>• Working to high professional and ethical standards</li> <li>• Well-organised</li> <li>• Ability to work effectively as part of a team</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective communicator both orally and in writing</li> <li>• Ability to support trainees to achieve their objectives</li> <li>• Able to plan work and manage time effectively</li> <li>• People leadership skills</li> <li>• Well-developed I.T. skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to communicate effectively in both Welsh and English</li> <li>• ECDL or similar qualification</li> </ul>