SWYDD DDISGRIFIAD

SWYDD:	**CYNORTHWYYDD CEFNOGI DYSGU**
STATWS:	**PARHAOL**
TELERAU GWAITH:	**19.5 AWR YR WYTHNOS** **TYMOR YN UNIG - 34 WYTHNOS**
CYFLOG:	**£7,589 Y FLWYDDYN (£18, 636 AR SAIL LLAWN AMSER)** **GRADDFA 1 PWYNT 14**
LLEOLIAD:	**LLANGEFNI**
YN ATEBOL I:	**RHEOLWR ANGHENION DYSGU YCHWANEGOL (ADY)** **Y GRŴP**

PRIF BWRPAS

Cefnogi dysgwyr fel eu bod yn gallu gwireddu eu potensial a gwneud yn fawr o'r cyfleoedd dysgu a gynhigir iddynt. Cefnogi a chynorthwyo staff addysgu yn eu gofal academaidd, cymdeithasol a bugeiliol o'r dysgwyr.

Byddwch yn gweithio'n agos gyda nifer o diwtoriaid yn y coleg sydd un ai'n arbenigwyr pwnc neu'n arbenigwyr ym maes cymorth dysgu a chymorth i ddysgwyr. Cewch bob anogaeth i gydio yn yr awenau a gweithio fel rhan o dîm. Bydd disgwyl i chi gymryd rhan mewn gweithgareddau hyfforddi staff perthnasol a meithrin y sgiliau sydd eu hangen i fod mor effeithiol â phosib yn y swydd.

Disgwylir i Gynorthwywyr Cymorth Dysgu gyflawni eu dyletswyddau'n unol â chanllawiau Grŵp Llandrillo Menai i Gynorthwywyr Cymorth Dysgu a System Ansawdd y Coleg. Bydd y dyletswyddau'n amrywio'n ôl anghenion y dysgwyr, ond gallent gynnwys rhai, neu bob un o'r canlynol:

1. Hwyluso a hyrwyddo'r broses o integreiddio/cynnwys dysgwyr yn eu grŵp oedran, yn gymdeithasol ac mewn perthynas â dysgu.

2. Cynorthwyo i gynnal disgyblaeth dda ac atgyfnerthu gwerthoedd y Coleg.

3. Sefydlu perthynas weithio dda gyda thiwtor y pwnc.

4. Cynorthwyo tiwtor y pwnc i drefnu, datblygu a pharatoi deunyddiau dysgu, tasgau ac aseiniadau i ddysgwyr.

5. Cynorthwyo tiwtor y pwnc i asesu a chofnodi cynnydd y dysgwyr, e.e. cynlluniau dysgu unigol a/neu gynlluniau gweithredu, adolygiadau ac eDrac.

6. Cefnogi dysgwyr yn ystod gweithgareddau dysgu ac esbonio/atgyfnerthu cyfarwyddiadau tiwtoriaid, e.e. darllen cwestiynau, tasgau, dyddiadau cwblhau a osodwyd, gweithgareddau gwaith grŵp ac ati.

7. Rhoi adborth adeiladol i ddysgwyr mewn perthynas â'u targedau.

8. Mynd i gyfarfodydd perthnasol gyda thiwtoriaid pwnc a thimau cefnogi.

9. Cynnig cymorth symudedd i ddysgwyr ar gampws y Coleg ac ar ymweliadau addysgol.

10. Cynorthwyo dysgwyr i ddefnyddio lifftiau, rampiau ac ati pan fydd angen.

11. Hebrwng dysgwyr pan fydd angen yn ystod sesiynau nad ydynt ar yr amserlen.

12. Cynorthwyo gydag anghenion lles dysgwyr pan fydd angen.

13. Cynorthwyo dysgwyr i ddefnyddio offer arbenigol.

14. Cynorthwyo dysgwyr i fynd/dod o'u trafnidiaeth a'u hebrwng i ddosbarthiadau pan fydd angen.

15. Gweithredu fel ysgrifennydd/darllenydd pan fydd angen, gan gynnwys mewn arholiadau.

16. Cynorthwyo i gadw cofnodion dysgwyr.

17. Annog a chefnogi datblygiad sgiliau Llythrennedd a Rhifedd, a hebrwng dysgwyr i ganolfannau astudio pan fydd angen.

18. Cynorthwyo'r dysgwyr gyda'u hanghenion gofal personol.

CYFRIFOLDEBAU CYFFREDINOL YN Y COLEG

1. Cynorthwyo fel 'ffrind' cydweithiwr newydd os bydd angen.

2. Cymryd rhan ym mhroses arfarnu'r Coleg a datblygu sgiliau personol yn barhaus er mwyn sicrhau bod y Coleg yn cynnal safon ei ddarpariaeth flaengar ac yn dilyn arferion gorau bob amser.

3. Datblygu ac arddel safonau ansawdd sy'n briodol i'r swydd.

4. Gweithio'n unol â gwerthoedd y Grŵp a Safonau Proffesiynol Cyngor y Gweithlu Addysg.

5. Unrhyw ddyletswyddau rhesymol eraill ar gais Cyfarwyddwr Gwasanaethau i Ddysgwyr neu Reolwr ADY y Grŵp.

MANYLEB DEILIAD Y SWYDD:

Nodweddion Hanfodol:

1. Cymwysterau hyd at Lefel 2 o leiaf sy'n cynnwys Llythrennedd a Rhifedd.

2. Empathi a dealltwriaeth o'r anawsterau sy'n wynebu pobl ifanc ôl-16. · Y gallu i weithio fel rhan o'r tîm ac i weithio'n annibynnol.

3. Sgiliau cyfathrebu a sgiliau rhyngbersonol effeithiol a'r gallu i weithio gydag amrywiaeth eang o ddysgwyr a staff.

4. Sgiliau TG da

5. Y gallu i ymdopi â dysgwyr sy'n ymddwyn yn heriol ar adegau.

6. Ymrwymiad i ddatblygiad proffesiynol parhaus, yn cynnwys parodrwydd i gyflawni gofynion Dyfarniad Lefel 2 BTEC mewn Cefnogi Oedolion a Phobl Ifanc o fewn amserlen a drefnir drwy gytundeb

7. Y gallu i gyfathrebu'n effeithiol drwy gyfrwng y Gymraeg a'r Saesneg.

Nodweddion Dymunol:

1. Tystysgrif Bws Mini Midas.

2. Cymhwyster Cymorth Cyntaf.

3. Profiad o gynnig cefnogaeth/hyfforddiant neu addysgu.

4. Cymhwyster Cefnogaeth Sgiliau Sylfaenol.

5. Y gallu i deithio rhwng campysau.

6. Profiad o gefnogi unigolion.

JOB DESCRIPTION

POST:	**LEARNING SUPPORT ASSISTANT**
STATUS:	**PERMANENT**
VACANCY TERMS:	**19.5 HRS PER WEEK** **TERM TIME - 34 WEEKS PER YEAR**
SALARY:	**£7,589 PER ANNUM (£18, 636 BASED ON FULL TIME)** **GRADE 1 POINT 14**
LOCATION:	**LLANGEFNI**
ACCOUNTABLE TO: MANAGER	**GRŴP ADDITIONAL LEARNING NEEDS (ALN)**

KEY PURPOSE

To support learners to enable them to make the most of their potential and any learning opportunities offered to them. To support and assist teaching staff in the academic, social and pastoral care of learners.

You will work closely with a range of college tutors, both subject specialists and learning support specialists and learners. Every encouragement will be given to demonstrate initiative and to work as part of a team. There will be an expectation to participate in relevant staff training activities and to develop the skills necessary to be as effective as possible in this role.

Learning support Assistants will be expected to carry out their duties in accordance with Grwp Llandrillo Menai Learning Support Assistants' Guidelines and within the College Quality System. Duties will vary according to the student(s') 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. To assist in maintaining good discipline and reinforce College values.

3. Foster good working relationships with the subject tutor.

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 learners' progress e.g. individual development and/or action plans, reviews and eDrac.

6. To support learners during learning activities and explain/reinforce tutor instructions e.g. read questions, tasks, deadlines set and group work activities.

7. Provide constructive feedback to learners in relation to targets.

8. Attend relevant meetings with subject tutors and support teams.

9. Provide mobility assistance to student(s) around the College campus as well as on educational visits.

10. Help student(s) to use lifts, ramps etc. when and where necessary.

11. Accompanying student(s) as required during non-timetabled session.

12. Assist with learner welfare needs, where required.

13. Helping student(s) to use specialist equipment.

14. Helping learners(s) to/from their transport and accompany into classes, where required.

15. To act as an amanuensis (reader/writer) when necessary to include exams. 16. Help maintain student records.

16. To encourage and support the development of Literacy & Numeracy skills and, where necessary, accompany to study centres.

17. Help student(s) with personal care needs

GENERAL COLLEGE RESPONSIBILITIES

1. Assist as a "buddy" colleague for new staff if required.

2. Participate on the College appraisal system and continually develop own competencies to ensure the College maintains its leading edge provision and always offers the best practice.

3. Develop and participate in quality standards appropriate to the position.

4. Work in accordance with Grwp values and EWC Professional Standards.

5. Any other duties reasonably requested by the Director of Learner Services or Grŵp ALN Manager.

PERSON SPECIFICATION:

Essential Qualities:

1. At least Level 2 qualifications to include Literacy & Numeracy.
2. Empathy and understanding of the challenges faced by young people post 16.
3. Ability to work as part of a team and to work independently.
4. Effective communication skills and interpersonal skills and ability to work with a diverse range of learners and staff.
5. Good IT skills.
6. Able to cope with learners whose behaviour at times may be challenging.
7. Commitment to continuous professional development, including a willingness to achieve L2 Award in Supporting Adults and Young People within an agreed timescale.
8. The ability to communicate effectively through the medium of Welsh and English.

Desirable Qualities:

1. Midas Mini Bus Certificate.
2. First Aid Qualification.
3. Experience of providing support/training or teaching.
4. Basic Skills Support qualification.
5. Ability to travel between campuses.
6. Experience of supporting individuals.