



## GRŴP LLANDRILLO MENAI

### SWYDD DDISGRIFIAD

<b>TEITL Y SWYDD:</b>	<b>MENTOR LLES</b>
<b>STATWS:</b>	<b>CYFNOD PENODOL HYD AT 31 GORFFENNAF 2022</b>
<b>GRADDFA 3:</b>	<b>GRADDFA 3 , PWYNTIAU 17–20 £14,540 - £15, 569 Y FLWYDDYN</b>
<b>LLEOLIAD GWAITH:</b>	<b>PARC MENAI</b>
<b>ORIAU GWAITH:</b>	<b>30 AWR YR WYTHNOS YN YSTOD Y TYMOR YN UNIG, YN GWEITHIO 40 WYTHNOS Y FLWYDDYN (BYDDEM YN BAROD I YSTYRIED RHANNU'R SWYDD)</b>
<b>YN ATEBOL I:</b>	<b>Rheolwr y Gwasanaethau i Ddysgwyr</b>

### Pwrpas y Swydd

Mae Grŵp Llandrillo Menai'n treialu swydd Mentoriaid Lles newydd i gefnogi dysgwyr. Bydd y mentoriaid yn cefnogi dysgwyr trwy ddarparu gwasanaethau lles proffesiynol, yn cynnwys rhoi cyngor ac arweiniad ynghylch materion emosiynol, corfforol a rhywiol. Mae'r gefnogaeth hon yn cynnwys gweithio'n agos gydag aelodau tîm eraill y Gwasanaethau i Ddysgwyr, tiwtoriaid a thiwtoriaid personol, Anogwr Dysgu'r Meysydd Rhaglen ac asiantaethau allanol i gefnogi dysgwyr sydd mewn perygl o droi eu cefnau ar addysg.

### Cyfrifoldebau Cyffredinol yn y Coleg

1. Cyfrannu'n effeithiol at y gwaith o gynnig profiadau dysgu a hyfforddi o ansawdd uchel i bob dysgwr, gan ddarparu gwasanaethau mewn modd priodol ac ymatebol sy'n cyrraedd y safon uchaf bosibl o ran gofalu am gwsmeriaid.

2. Bod yn ymwybodol o holl bolisiâu, gweithdrefnau, arferion gwaith a rheoliadau'r coleg, a gweithio'n unol â hwy fel y bo'n berthnasol. Yn benodol, cydymffurfio â Chynllun Cydraddoldeb Unigol, Polisi Diogelu, Rheoliadau Ariannol, Polisi Iechyd a Diogelwch a Chod Ymddygiad Grŵp Llandrillo Menai.
3. Ymgymryd â dyletswyddau rhesymol eraill ar adegau prysur yn ystod y broses dderbyn.
4. Ymgymryd â hyfforddiant a datblygiad staff priodol i'ch cynorthwyo i gyflawni'ch dyletswyddau a darparu gwasanaethau'n effeithiol.

### **Prif Ddyletswyddau a Chyfrifoldebau**

1. Cynorthwyo gyda'r gwaith o ddarparu Fframwaith ac Adduned Lles Grŵp Llandrillo Menai.
2. Darparu arweiniad bugeiliol personol i ddysgwyr trwy wasanaethau sy'n cefnogi iechyd emosiynol a meddyliol, iechyd rhywiol, a lles cymdeithasol, corfforol ac ariannol y dysgwyr.
3. Cynnig gwybodaeth, cyngor ac arweiniad ynghylch materion lles yn ôl y glaw a/neu ar fyr rybudd os bydd argyfwng.
4. Trefnu bod staff arbenigol ar gael i ddysgwyr a chyfeirio dysgwyr at asiantaethau cefnogi priodol yn ôl y galw er mwyn cefnogi eu hanghenion.
5. Uwchgyfeirio materion diogelu yn unol â gweithdrefnau'r coleg.
6. Cysylltu â Thiworiaid Personol ynghylch y gefnogaeth lles a ddarperir i'w dysgwyr.
7. Defnyddio a rhannu gwybodaeth am ddysgwyr, gan gydymffurfio â'r ddeddfwriaeth ar ddiogelu data a'r protocolau ynghylch rhannu gwybodaeth.
8. Cadw cofnodion priodol a chyfredol.

## MANYLEB DEILIAD Y SWYDD

### Nodweddion Hanfodol:

1. Profiad o weithio gyda phobl ifanc mewn amgylchedd addysgol a'r gallu i ymwneud yn dda â dysgwyr a chydweithwyr.
2. Dealltwriaeth gadarn o egwyddorion diogelu.
3. Sgiliau llythrennedd o'r radd flaenaf, hyd at lefel 2.
4. Y gallu i weithio'n adeiladol mewn tîm sy'n cynnwys cynrychiolwyr o asiantaethau cefnogi lleol.
5. Hunan ddibynnol ac yn gallu gweithio o fewn ffiniau y cytunwyd arnynt.
6. Y gallu i gyfathrebu'n effeithiol yn y Gymraeg

### Nodweddion Dymunol

1. Gwybodaeth ymarferol am y polisiau/codau ymarfer perthnasol ac ymwybyddiaeth o'r deddfau perthnasol.
2. Cymhwyster Cymorth Cyntaf.
3. Y gallu i deithio rhwng gwahanol gampysau'r Coleg.



## GRŴP LLANDRILLO MENAI

### JOB DESCRIPTION

<b>POST TITLE</b>	<b>WELLBEING MENTOR</b>
<b>STATUS</b>	<b>FIXED TERM TO 31 JULY 2022</b>
<b>SALARY</b>	<b>SCALE 3 - POINTS 17-20</b> <b>£14,540 - £15, 569 PER ANNUM</b>
<b>LOCATION;</b>	<b>PARC MENAI</b>
<b>WORKING HOURS</b>	<b>30 HOURS A WEEK</b> <b>TERM TIME ONLY (TTO), WORKING OVER 40 WEEKS PER YEAR</b> <b>(JOB SHARE WOULD BE CONSIDERED)</b>
<b>REPORTING TO</b>	<b>Learner Services Manager</b>

#### Job Purpose

Grŵp Llandrillo Meai is piloting a new role called Wellbeing Mentors to support learners. The role will provide support to learners by offering a professional service of wellbeing support; emotional, physical and sexual welfare information advice and guidance. This support includes working closely with other members of Learner Services, personal tutors, tutors, the Programme Area Student Coach and external agencies to support learners at risk of disengaging and withdrawing from their studies.

#### General College Responsibilities

1. To effectively contribute towards the delivery of a high quality educational and training experience for all learners, delivering services in a way that is appropriate and responsive and which displays the highest standard of customer care.
2. To be aware of, and work in accordance with all college policies, procedures, working practice and regulations as applicable. In particular to comply with Grŵp Llandrillo-Menai's Single Equality Scheme, Safeguarding Policy, Financial Regulations, Health & Safety Policy and Code of Conduct.

3. To undertake other duties as may be reasonably required during busy times of the admission process.
4. To undertake appropriate training and staff development to support the effective delivery of duties and services.

### **Main Duties and Responsibilities**

1. To support the delivery of Grŵp Llandrillo Menai's Wellbeing Framework and Pledge.
2. To provide personalised pastoral guidance to learners through the delivery of services to support learners' emotional and mental health, sexual health, social, physical and financial wellbeing.
3. To offer wellbeing information, advice and guidance when required and/or immediately in a crisis situation.
4. Arrange for learners to gain access to specialist staff and refer to appropriate support agencies as required to support their individual needs.
5. To escalate safeguarding matters in accordance with college procedures.
6. To liaise with Personal Tutors with regards the wellbeing support provided to their learners.
7. To access and share learner information in accordance with data protection legislation and information-sharing protocols.
8. To maintain appropriate and up to date records.

## PERSONAL SPECIFICATION

### Essential Qualities:

1. Experience of working with young people in an educational environment and the ability to relate well to learners and colleagues.
2. Robust understanding of safeguarding.
3. Excellent literacy skills to a minimum of level 2.
4. Ability to work constructively as part of a team, including representatives from local support agencies.
5. Self resilient and ability to work within agreed boundaries.
6. The ability to communicate effectively through the medium of Welsh

### Desirable Qualities

1. Working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
2. First aid qualification.
3. Ability to travel between College campuses.