

Swydd Ddisgrifiad: Swyddog Arbenigol Trefniadau Arholi Arbennig ar gyfer Anawsterau Dysgu Penodol	
Maes Rhaglen / Adran	Anghenion Dysgu Ychwanegol y Grŵp (ADY)
Prif Safle	I'w gytuno â'r ymgeisydd llwyddiannus (Bydd yr ymgeisydd llwyddiannus yn gweithio'n bennaf yng Ngholeg Menai a Choleg Meirion-Dwyfor)
Cyflog	£33, 901 - £36, 150 y flwyddyn, pro rata Cymorth Busnes Graddfa 7 Pwynt 32 - 34
Y Math o Gontract	Parhaol
Telerau'r Contract	Rhan-amser, Amser Tymor – 13 awr yr wythnos x 38 wythnos y flwyddyn
Yn atebol i	Pennaeth ADY
Pwrpas y Swydd	
<p>Gweithio yn y Tîm Anghenion Dysgu Ychwanegol i asesu dysgwyr sydd angen trefniadau arholi arbennig, gan weithio tuag at ystod o gymwysterau AB.</p> <p>Mae cymorth sy'n canolbwyntio ar yr unigolyn yn elfen hollbwysig o'r swydd, yn ogystal â chydweithio â staff addysgu, staff cymorth busnes, Gyrfa Cymru ac asiantaethau allanol.</p> <p>Mae'n bosibl y bydd gofyn gweithio'n achlysurol gyda'r nos ac ar ddyddiau Sadwrn, ac am hynny rhoddir amser i ffwrdd yn ystod yr wythnos.</p>	
Prif Ddyletswyddau a Chyfrifoldebau	
<ol style="list-style-type: none"> 1. Gweithio gyda'r tîm ADY er mwyn nodi dysgwyr sydd angen asesiad arbenigol 2. Cyfrannu at gasglu a chydlynu'r dystiolaeth sydd ei hangen ar gyfer ceisiadau am drefniadau arbennig 3. Cynnal asesiadau diagnostig cynhwysfawr priodol i bennu cymhwysedd dysgwyr ar gyfer Trefniadau Arbennig, yn unol â chanllawiau'r Cyd-gyngor Cymwysterau. 4. Bod yn bwynt cyswllt ar gyfer ymholiadau a phryderon yn ymwneud â threfniadau arholi arbennig. 5. Defnyddio systemau coleg priodol i sicrhau bod gwybodaeth asesu, deilliannau a chynnydd dysgwyr yn cael eu cofnodi'n gywir a'u rhannu'n briodol 6. Sicrhau bod dysgwyr yn cael eu hasesu ar gyfer trefniadau arholi arbennig a llenwi Ffurflen 8s yn unol â chanllawiau'r Cyd-gyngor Cymwysterau. 7. Cydgysylltu â staff y cwricwlwm ynghylch anghenion trefniadau arholi arbennig dysgwyr unigol. 8. Rhannu canlyniadau asesu ac adborth gyda dysgwyr a staff addysgu 9. Bod yn ymwybodol o'r rheoliadau cyfredol ynghylch trefniadau arholi arbennig ac ymgymryd â hyfforddiant sy'n berthnasol i'r swydd er mwyn cynnal eich tystysgrif ymarfer. 10. Cefnogi'r coleg i asesu dysgwyr sy'n gwneud cais am y Lwfans i Fyfirwyr Anabl 11. Gweithio'n agos gyda'r adran ADY, tiwtoriaid y Cwricwlwm a'r tîm Arholiadau i sicrhau bod anghenion asesu ac arholi'r dysgwyr yn cael eu cefnogi'n briodol. 12. Cynghori staff addysgu ar yr arferion gorau i gefnogi dysgwyr ag Anawsterau Dysgu Penodol 13. Darparu cymorth a chyngor arbenigol i ddysgwyr ag Anawsterau Dysgu Penodol 14. Cynnig sesiynau hyfforddi ar adegau strategol drwy gydol y flwyddyn ar yr angen am drefniadau arholi arbennig a sut i'w gweithredu 15. Cynnig cymorth i'r adran Adnoddau Dynol ynghylch atgyfeiriadau gan staff y Grŵp. 	

16. Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill ar gais y Rheolwr Llinell, y Pennaeth Cynorthwyol neu'r Pennaeth.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Gradd neu gymhwyster cyfwerth	X		Ffurflen Gais / Cyfweliad
Cymhwyster Aseswr Trefniadau Arholi Arbennig ôl-raddedig/proffesiynol ar Lefel 7, neu gymhwyster cyfwerth.	X		Ffurflen Gais / Cyfweliad
Tystysgrif Ymarfer Asesu L7 SpLD gyfredol, wedi'i dyfarnu gan y Dyslexia Guild, Patoss neu'r British Dyslexia Association fel eu rhestrir ar wefan SASC		X	Ffurflen Gais / Cyfweliad
Cymhwyster Hyfforddiant Athrawon Cydnabyddedig		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o weithio gyda dysgwyr ag Anawsterau Dysgu Penodol	X		Ffurflen Gais / Cyfweliad
Y gallu i weinyddu asesiadau diagnostig a dehongli canlyniadau'n gywir.	X		Ffurflen Gais / Cyfweliad
Cwblhau adroddiadau ar gyfer cyrff dyfarnu neu gyrff perthnasol eraill	X		Ffurflen Gais / Cyfweliad
Gwybodaeth gynhwysfawr am gymorth arbenigol a sut i wneud y defnydd gorau ohono er mwyn gwella cyfraddau cadw a chyrhaeddiad myfyrwyr	X		Ffurflen Gais / Cyfweliad
Profiad o ddatblygu adnoddau a strategaethau i gefnogi dysgwyr ag anawsterau dysgu penodol a dyslecsia	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i hyrwyddo annibyniaeth a gwytnwch ein dysgwyr er mwyn eu paratoi yn y ffordd orau ar gyfer eu hastudiaethau neu eu nodau gyrfa yn y dyfodol.	X		Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau ysgrifenedig rhagorol ac arddull ysgrifennu proffesiynol i gynhyrchu adroddiadau asesu diagnostig	X		Ffurflen Gais / Cyfweliad
Sgiliau TG da sy'n cynnwys sgiliau prosesu geiriau.	X		Ffurflen Gais / Cyfweliad

Sgiliau rhyngpersonol a sgiliau cyfathrebu ardderchog, a'r gallu i ymwneud yn effeithiol â staff a myfyrwyr ar bob lefel	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu a rheoli amser rhagorol a'r gallu i weithio dan bwysau, i weithio'n unol ag amserlen ac i gadw cofnodion cywir	X		Ffurflen Gais / Cyfweliad
Aelod da o dîm sydd â'r gallu i weithio ar y cyd ag eraill i sicrhau canlyniadau	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Parodrwydd i gyfrannu at werthoedd y Coleg ac i gynnal y gwerthoedd hynny	X		Ffurflen Gais / Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Sylfaenol		Aseidiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Sylfaenol		Aseidiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Sylfaenol		Aseidiadau ar-lein / Cyfweliad
Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.			
Gofynion Gorfodol			
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp.			
Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service .			
O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.			
Crynodeb o'r Telerau a'r Amodau			
Oriau Gwaith	13 awr yr wythnos		
Wythnos Waith	38 o wythnosau'r flwyddyn		
Gwyliau Blynyddol	<ul style="list-style-type: none"> • 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. 		

	<ul style="list-style-type: none"> Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Specific Learning Difficulties Exam Access Arrangements Specialist Officer	
Programme area / Department	Grŵp Additional Learning Needs (ALN)
Main site	To be agreed with successful candidate (Candidate would be covering Coleg Menai & Coleg Meirion-Dwyfor areas predominantly)
Salary	£33, 901 - £36, 150 per annum, pro rata Business Support Scale 7 Points 32 – 34
Contract type	Permanent
Contract terms	Part Time, Term Time - 13 hours per week x 38 weeks per year
Reporting to	Head of ALN
Job purpose	
<p>To work as a member of the Additional Learning Needs Team to assess learners, requiring exam access arrangements, working towards a range of qualifications within FE.</p> <p>Person-centred support is a crucial element of the role, as is cooperation with teaching staff, business support staff, Careers Wales and external agencies.</p> <p>There may be a requirement for some evening work and Saturday working, for which there is compensatory time off during the week.</p>	
Main duties and responsibilities	
<ol style="list-style-type: none"> 1. Work with the ALN team in order to identify learners requiring specialist assessment 2. To contribute to the collection and coordination of evidence required for access arrangement applications 3. To carry out appropriate comprehensive diagnostic assessments to determine learners' eligibility for Access Arrangements, in accordance with JCQ guidance. 4. To provide a point of contact for access arrangement related queries and concerns 5. Utilise appropriate college systems for ensuring assessment information, outcomes and learner progress recorded accurately and disseminated appropriately 6. Ensure that learners are assessed for exam access arrangements and complete Form 8s in accordance with JCQ guidance. 7. Liaise with curriculum staff with regard to the exam access arrangement needs of individual learners. 8. To share assessment outcomes and feedback with learners and teaching staff 9. To remain up to date with current access arrangement regulations and undertake appropriate training relevant to the post to maintain practising certificate status. 10. To support the college in the assessment of learners applying for the Disabled Students Allowance 11. Work closely with ALN, Curriculum tutors and Exams teams to ensure learners assessment and examinations needs are appropriately supported. 12. To advise teaching staff on best practice to support their learners with SpLD 13. To provide specialist support and advice to learners with SpLD 14. To offer training sessions at strategic points throughout the year on the need for, and application, of access arrangements 15. To offer support to HR for Grŵp Staff referrals. 	

16. To undertake any other duties and comply with reasonable instruction as requested by your line manager, Assistant Principal or Principal.			
Person specification	Essential	Desirable	Assessment method
Qualifications			
Qualified to degree level or equivalent.	X		Application form / Interview
Postgraduate / professional Access Arrangements Assessor qualification at, or equivalent to Level 7.	X		Application form / Interview
Current L7 SpLD Assessment Practising Certificate, as awarded by the Dyslexia Guild, Patoss or the British Dyslexia Association and listed on the SASC website		X	Application form / Interview
Recognised Teacher Training Qualification		X	Application form / Interview
Knowledge and experience			
Experience of working with learners with SpLD	X		Application form / Interview
Ability to administer diagnostic assessments and accurately interpret results.	X		Application form / Interview
Complete reports for awarding bodies or other interested bodies	X		Application form / Interview
Comprehensive knowledge of specialist support and how to maximise the impact of it to improve student retention and attainment	X		Application form / Interview
Proven experience in developing resources and strategies to support learners with specific learning difficulties and dyslexia	X		Application form / Interview
Understanding of and commitment to promote the independence and resilience of our learners in order to best prepare them for their future studies or career goals.	X		Application form / Interview
Skills and attributes			
Excellent written skills and professional writing style to produce diagnostic assessment reports	X		Application form / Interview
Good IT skills, including word processing.	X		Application form / Interview

Excellent interpersonal and communications skills with the ability to communicate effectively at all levels	X		Application form / Interview
Excellent organisational and time management skills with the ability to work under pressure, meet deadlines and keep accurate records	X		Application form / Interview
Strong team player and work collaboratively with others to deliver results	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
To contribute to and maintain College values	X		Application form / Interview
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Foundation		On-line assessment / Interview
Welsh Speaking	Foundation		On-line assessment / Interview
Welsh Literacy	Foundation		On-line assessment / Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			
Mandatory requirements			
<p>In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.</p> <p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>			
Summary of the terms and conditions			
Working hours	13 hours per week		
Working weeks	38 weeks per year		
Annual leave	<ul style="list-style-type: none"> • 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above. 		

	<ul style="list-style-type: none"> • Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.