

| Swydd Ddisgrifiad: Mentor Cynhwysiant | |
|--|---|
| Maes Rhaglen / Adran | ADY y Grŵp |
| Prif Safle | Glynllifon a Phwllheli |
| Cyflog | £11,528.14 - £11,780.93 y flwyddyn Cymorth Busnes Graddfa 3 Pwynt 17 - 20 |
| Y Math o Contract | Dros Dro hyd at 30/06/2025 |
| Telerau'r Contract | Ffracsiynol, Amser Tymor |
| Yn atebol i | Cydlynnydd Cefnogi Dysgu |
| Pwrpas y Swydd | |
| <p>Darparu cefnogaeth ac arweiniad i ddysgwyr (a staff sy'n gweithio gyda nhw) drwy ddiddymu'r rhwystrau i ddysgu er mwyn hyrwyddo cyfranogiad effeithiol, gwella dysgu unigol, codi dyheadau a chyflawni potensial llawn.</p> | |
| Prif Ddyletswyddau a Chyfrifoldebau | |
| <ol style="list-style-type: none"> 1. Gweithio'n agos gyda Chydlynwyr Cefnogi Dysgu i adnabod anghenion cymorth, a pharatoi/diweddaru proffiliau un dudalen. 2. Gweithio ar y cyd â Chydlynwyr Cefnogi Dysgu a staff i fonitro cynnydd a chynhwysiant dysgwyr ADY; 3. Cynorthwyo gyda phontio a chynefino gan gynnwys ymweliadau ar gyfer dysgwyr newydd i'r coleg. 4. Cynorthwyo gyda goruchwyllo dysgwyr y tu allan i oriau gwersi, gan gynnwys cyn ac ar ôl y coleg ac amser cinio lle bo angen. 5. Cynorthwyo Nyrs y Coleg, a'r Cydlynwyr Cefnogi Dysgu i fonitro ac adolygu cynlluniau cymorth meddygol; 6. Darparu amser/gweithle tawel dan oruchwyliaeth y tu allan i'r dosbarth mewn Canolfannau Astudio o fewn Llyfrgell+ i ddysgwyr a nodwyd; 7. Darparu cymorth Gofal Personol lle bo angen; 8. Darparu cymorth i ddysgwyr mewn meysydd dysgu mwy arbenigol; Cyfathrebu a Rhyngweithio, Corfforol / Meddygol, Anghenion Dysgu Ychwanegol Penodol a / neu, Anghenion Synhwyradd; 9. Darparu sesiwn cymorth astudio galw heibio ychwanegol i ddysgwyr lle bo angen; 10. Goruchwyllo dosbarthiadau yn y tymor byr – mewn sefyllfaoedd wedi'u cynllunio a sefyllfaoedd annisgwyl nad ydynt wedi'u hamserlennu. 11. Darparu cymorth Technoleg Gynorthwyol i ddysgwyr, i hyrwyddo a chefnogi dysgu annibynnol; 12. Gweithio ar y cyd â staff a gweithwyr proffesiynol perthnasol eraill a darparu gwybodaeth am ddisgyblion fel y bo'n briodol; | |

13. Cyfrannu at gyfarfodydd gyda rhiant (rhieni) / gwarcheidwad (gwarcheidwaid) i roi adborth adeiladol e.e. cynnydd/cyflawniad dysgwyr;
14. Cysylltu â chyrff allanol yn ôl y galw;
15. Unrhyw waith arall sy'n gymesur â'r raddfa gyflog, yn ogystal â sgiliau a galluoedd deiliad y swydd;
16. Dylid nodi bod y Swydd Ddisgrifiad hwn yn cynnwys crynodeb o brif ddyletswyddau a chyfrifoldebau'r swydd a bydd yn cael ei adolygu'n rheolaidd. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp.

| Manyleb Deiliad y Swydd | Hanfodol | Dymunol | Dull Asesu |
|--|----------|---------|---------------------------|
| Cymwysterau | | | |
| Cymwysterau Lefel 2 o leiaf sy'n cynnwys Llythrennedd a Rhifedd. | X | | Ffurflen Gais / Cyfweliad |
| Cymhwyster Cymorth Cyntaf (ymrwymiad i hyfforddi o fewn 6 mis cyntaf y swydd) | X | | Ffurflen Gais / Cyfweliad |
| Lefel 2 Cefnogi Oedolion a Phobl Ifanc ag Anghenion Dysgu Ychwanegol neu ymrwymiad i gyflawni o fewn 12 mis | X | | Ffurflen Gais / Cyfweliad |
| Gwybodaeth a Phrofiad | | | |
| Profiad o weithio gyda phobl ifanc mewn amgylchedd addysgol. | X | | Ffurflen Gais / Cyfweliad |
| Profiad o gynnig cefnogaeth / hyfforddiant neu addysgu. | X | | Ffurflen Gais / Cyfweliad |
| Sgiliau a Phriodweddau | | | |
| Sgiliau cyfathrebu rhyngpersonol gwych a'r gallu i sefydlu perthynas waith effeithiol gydag ystod eang o bobl yn cynnwys asiantaethau allanol. | X | | Ffurflen Gais / Cyfweliad |
| Hunanddibynnol ac yn gallu gweithio o fewn ffiniau y cytunwyd arnynt | X | | Ffurflen Gais / Cyfweliad |
| Arddangos agwedd broffesiynol, diplomyddiaeth a'r gallu i drin sefyllfaoedd anodd. | X | | Ffurflen Gais / Cyfweliad |
| Gofynion Ychwanegol | | | |
| Y gallu i deithio'n unol â gofynion y swydd | 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 | | Uwch | Cyfweliad |
| Yn siarad Cymraeg | | Uwch | Cyfweliad |

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| Llythrennedd Cymraeg | Uwch | Cyfweliad |
| <p>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.</p> | | |
| <p>Gofynion Gorfodol</p> | | |
| <p>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.</p> <p>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 Troseddwyd 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.</p> <p>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.</p> | | |
| <p>Crynodeb o'r Telerau a'r Amodau</p> | | |
| Oriau Gwaith | 21 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. • 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, Cynhaliath ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrrwyr 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: Inclusion Mentor | |
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| Programme area / Department | Grŵp ALN |
| Main site | Glynllifon & Pwllheli |
| Salary | £11,528.14 - £11,780.93 per annum Business Support Scale 3 Points 17 - 20 |
| Contract type | Fixed Term to 30/06/2025 |
| Contract terms | Fractional, Term Time |
| Reporting to | Learning Support Co-ordinator |
| Job purpose | |
| To provide support and guidance to learners (and staff working with them) by removing the barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential. | |
| Main duties and responsibilities | |
| <ol style="list-style-type: none"> 1. Work closely with Learning Support Co-ordinators to identify support needs and prepare/update one-page profiles. 2. Work collaboratively with Learning Support Co-ordinators and staff to monitor ALN learners progress and inclusion; 3. Assist with transition and orientation including visits for new to college learners. 4. Assist with the supervision of learners out of lesson times, including before and after college and at lunchtimes where necessary. 5. Assist the College Nurse, Learning Support Co-ordinators to monitor and review medical support plans; 6. Provide out of class supervised quiet time/work space in Study Centres within Library+ to identified learners; 7. Provide Personal Care support where required; 8. Provide support to learners in more specialist areas of learning; Communication and Interaction, Physical / Medical, Specific Additional Learning Needs and / or, Sensory Needs; 9. Provide additional drop-in study support session where necessary to learners; 10. Provide short- term cover of classes – both in planned and in unexpected non timetabled situations. 11. Provide Assistive Technology help to learners to promote and support independent learning; 12. Work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate; 13. Contribute to meetings with parent(s) / guardian(s) to provide constructive feedback e.g. learner progress/achievement; 14. Liaise with external agencies as required; 15. Any other work commensurate with the grade, skills and capabilities of the post and post holder; 16. It should be noted that this Job description provides a summary of the main duties and responsibilities of the post and will be subject to periodic review which may lead to revisions in light of the operational requirements of the Grŵp. | |

| Person specification | Essential | Desirable | Assessment method |
|--|-----------|-----------|------------------------------|
| Qualifications | | | |
| At least Level 2 qualifications to include Literacy & Numeracy. | X | | Application form / Interview |
| First aid qualification (commitment to train within first 6 months of post) | X | | Application form / Interview |
| Level 2 Support Adults and Young People with Additional Learning Needs or a commitment to achieve within 12 months | X | | Application form / Interview |
| Knowledge and experience | | | |
| Experience of working with young people in an educational environment. | X | | Application form / Interview |
| Experience of providing support / training or teaching | X | | Application form / Interview |
| Skills and attributes | | | |
| Excellent interpersonal skills with the ability to establish effective working relationships with a wide range of people including external agencies. | X | | Application form / Interview |
| Self-resilient and ability to work within agreed boundaries | X | | Application form / Interview |
| Exhibit a professional attitude, diplomacy and an ability to handle difficult situations | X | | Application form / Interview |
| Additional requirements | | | |
| Able to travel as required to fulfil the requirements of the role | 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 | Advanced | | Interview |
| Welsh Speaking | Advanced | | Interview |
| Welsh Literacy | Advanced | | 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 | | | |

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.

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>.

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.

Summary of the terms and conditions

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|-------------------------|---|
| Working hours | 21 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. ● 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. |