

<b>Disgrifiad swydd: Cydlynnydd Cefnogi Dysgu</b>	
<b>Maes rhaglen / Adran</b>	Grŵp ALN, Academic Services
<b>Prif safle</b>	Glynllifon (yn cynnwys holl gampysau CMD - Dolgellau, Pwllheli a Glynllifon)
<b>Cyflog</b>	£32,657.41 - £34,823.62 y flwyddyn Cydlynnydd Gradd 7 Cefnogi Busnes
<b>Math o gontract</b>	Dros Dro hyd at Gorffennaf 2025
<b>Telerau contract</b>	Tymor yn unig - 37 awr yr wythnos dros 42 wythnos
<b>Adrodd i</b>	Dirprwy Reolwr Anghenion Dysgu Ychwanegol
<b>Pwrpas swydd</b>	
<p>Cydlynu'r Ddarpariaeth Dysgu Cyffredinol ac Ychwanegol Cefnogi Dysgu ac ADY ar gyfer dysgwyr adnabwyd. Gweithio'n agos gyda thiwtoriaid, nyrs y coleg, tîm arholiadau, rheolwyr ac asiantaethau allanol fel y bo'n briodol. Bydd y Cyd-gysylltydd Cefnogi Dysgu hefyd yn goruchwyllo darpariaeth cymorth y ganolfan astudio sydd ar gael ar y campysau dynodedig.</p> <p>Mae cefnogaeth ddiudedd sy'n canolbwyntio ar yr unigolyn yn elfen hollbwysig o'r rôl, mewn cydweithrediad â staff addysgu, tiwtoriaid personol ac asiantaethau allanol.</p>	
<b>Prif ddyletswyddau a chyfrifoldebau</b>	
<p><b>A: Asesu Anghenion Dysgwyr</b></p> <ol style="list-style-type: none"> <li>1. Cydlynu trefniadau pontio gyda'r dysgwr, rhieni/gwarcheidwad, asiantaethau allanol a staff y coleg fel sy'n briodol fel sy'n ofynnol o fewn y Côd ADY.</li> <li>2. Adolygu a monitro anghenion dysgu ychwanegol a ddatgelir yn ystod y cyfnod pontio, y cyfweiliad, cofrestrriad ac ar y rhaglen.</li> <li>3. Cynnal asesiadau sgrinio lle bo angen.</li> <li>4. Goruchwyllo a monitro gweinyddiaeth ADY, Proffil Un Dudalen, Cynlluniau Datblygu Unigol a dogfennau statudol eraill sydd eu hangen i gynllunio ar gyfer darpariaeth cefnogi dysgu cyffredinol a/neu ychwanegol y dysgwyr.</li> <li>5. Cydgysylltu â staff y maes rhaglen perthnasol ynglyn âg anghenion cefnogaeth astudio.</li> <li>6. Cysylltu ag asiantaethau a/neu sefydliadau allanol i goladu'r holl wybodaeth a thystiolaeth ategol angenrheidiol yn unol â pholisïau a gweithdrefnau'r coleg ac, fel sy'n ofynnol gan ddeddfwriaeth.</li> <li>7. Mynychu cyfarfodydd pontio, dilyniant ac adolygu statudol.</li> <li>8. Cydgysylltu â nyrs y coleg a thîm SHE lle mae angen cefnogaeth iechyd/meddygol/symudedd.</li> </ol> <p><b>B: Monitro Cynnydd Dysgwyr</b></p> <ol style="list-style-type: none"> <li>1. Darparu a hwyluso darpariaeth cefnogaeth priodol i ddysgwyr.</li> <li>2. Cofnodi a monitro cefnogaeth i ddysgwyr trwy gynlluniau cefnogi unigol a/neu grŵp a systemau coleg.</li> </ol>	

3. Sicrhau bod adolygiadau Cynlluniau Datblygu Unigol yn cael eu cwblhau o fewn yr amserlenni statudol.
4. Sicrhau bod dysgwyr a nodir yn cael eu cefnogi trwy gysylltu â staff tîm y rhaglen o ran presenoldeb a chynnydd.
5. Casglu a monitro dilyniant a chyrchfan yr holl ddysgwyr sy'n cael darpariaeth dysgu ychwanegol yn y dyfodol.

### **C: Cynnal Systemau Ansawdd**

1. Cydlynu a chynhyrchu'r adolygiadau statudol ar gyfer dysgwyr.
2. Monitro adroddiadau i sicrhau bod trefniadau mynediad priodol ar waith ar gyfer dysgwyr.
3. Sicrhau fod darpariaeth cefnogaeth yn cael ei chofnodi a'i monitro a bod data'n cael ei ddefnyddio i fesur effeithiolrwydd cymorth.
4. Cynghori'r Pennaeth ADY a'r Diprwy Reolwr ADY ar newidiadau a gwelliannau sydd eu hangen o fewn y ddarpariaeth gynhaliol.
5. Sicrhau bod cysylltiadau effeithiol â Meysydd Rhaglen a threfnu adborth i gyfarfodydd Tîm y Rhaglen.
6. Sicrhau bod systemau cofnodi yn cael eu cynnal e.e. cofnodion cymorth, anfonebau, cofrestrau a/neu system olrhain y coleg, cofnodion cyfarfodydd, dogfennau adolygu a gwerthuso ac ati.
7. Cyfrannu at ddiweddarau cronfa o adnoddau cymorth sgiliau addas.
8. Darparu diweddariadau ystadegol misol ar ddarpariaeth cymorth.
9. Cynnal adolygiad blynyddol o ddarpariaeth cymorth a chwblhau adroddiad ysgrifenedig.
10. Cyfrannu at systemau ansawdd a phrosesau hunanasesu'r coleg.
11. Nodi anghenion adnoddau a sicrhau defnydd effeithlon o adnoddau dynol a ffisegol i wella effeithiolrwydd gwasanaethau Cefnogi Dysgu'r Grŵp.

### **D: Darparu Cydlyniad Tîm**

1. Cydlynu tîm o Gynorthwywyr Cefnogi Dysgu a hwyluswyr; nodi eu gofynion Datblygu Professionol Parhaus trwy adolygiad broffesiynol.
2. Cofnodi Absenoldebau Cynorthwywyr Cefnogi Dysgu
3. Cyfrannu at y broses o sefydlu aelodau newydd o'r tîm.
4. Darparu cyngor a chefnogaeth i staff wrth ddarparu anghenion cymorth penodol dysgwyr unigol trwy gyfeirio at wybodaeth berthnasol o ffynonellau mewnol ac allanol.
5. Cefnogi'r Pennaeth ADY a'r Dirprwy Reolwr ADY i sicrhau bod gan aelodau'r tîm y sgiliau a'r wybodaeth angenrheidiol i gyfranogi'n llawn o fewn y tîm.
6. Sicrhau bod cyfrifoldebau unigol o fewn y tîm yn cael eu cyfleu a bod aelodau'r tîm yn deall eu rolau a'u dyletswyddau.
7. Arwain cyfarfodydd tîml a darparu cofnodion a chynlluniau gweithredu.
8. Cyfrannu at gyfarfodydd perthnasol eraill a chyfathrebu'n rheolaidd ac yn effeithiol ag aelodau eraill o'r tîm.
9. Monitro gwaith y tîm.
10. Sicrhau bod timau'n gweithredu'n unol â gweithdrefnau'r coleg, gofynion cyrff dyfarnu a systemau ansawdd.

11. Cydlynu amserlenni cefnogaeth.
12. Gweinyddu a dosbarthu'r amserlenni i staff cefnogi yn unol â gweithdrefnau'r coleg.
13. Goruchwylio gweinyddiad misol taflenni amser a thalu hawliadau yn unol â gweithdrefnau'r coleg.
14. Monitro'r galw am gefnogaeth, adolygu amserlenni staff ac uwchgyfeirio'r holl newidiadau i Pennaeth ADY.

### Dyletswyddau Eraill

1. Adnabod anghenion datblygiad personol ac ymgymryd â datblygiad proffesiynol parhaus yn unol â gofynion y swydd.
2. Hyrwyddo'r gweithgareddau o fewn y Canolfannau Astudio ac unrhyw ddarpariaeth gynhaliol arall.
3. Cyflawni pob dyletswydd gan roi ystyriaeth lawn i Weithdrefnau Iechyd a Diogelwch a Chyfle Cyfartal.
4. Rhwydweithio gydag asiantaethau allanol a chadw i fyny â datblygiadau o fewn y ddarpariaeth cymorth ar gyfer dysgu.
5. Cydymffurfio ag unrhyw gais rhesymol gan reolwr i wneud gwaith o natur a lefel debyg nad yw wedi'i nodi uchod ac y gellir ei ddisgwyl yn rhesymol yn unol â Diben y Swydd.

Manyleb person	Hanfodol	dymunol	Dull asesu
<b>Cymwysterau</b>			
Gradd	x		Ffurflen gais
Cymhwyster Addysgu		X	Ffurflen gais
Cymhwyster ADY Ôl-raddedig		x	Ffurflen gais
Cymhwyster rheoli - yn ymgymryd ar hyn o bryd neu'n barod i ymgymryd ag ef		x	Ffurflen gais
<b>Gwybodaeth a phrofiad</b>			
Gwybodaeth am ALNET a'r Ddeddf Cydraddoldeb a'r goblygiadau i ddarparu cymorth i bobl ifanc yn coleg	X		Ffurflen gais& Cyfweliad
Profiad o arwain a/neu oruchwylio tîm ADY		X	Ffurflen Gais a Chyfweliad
<b>Sgiliau a phriodoleddau</b>			
Arddangos agwedd broffesiynol, diplomyddiaeth a y gallu i ymdopi â sefyllfaoedd anodd	X		Ffurflen Gais a Chyfweliad
Sgiliau rhyngpersonol ardderchog gyda'r gallu i sefydlu perthynas waith effeithiol gydag a ystod eang o bobl	x		Ffurflen Gais a Chyfweliad

Y gallu i drefnu, cynllunio a blaenoriaethu gwaith	x		Ffurflen gais
Sgiliau llafar ac ysgrifenedig da	x		Ffurflen gais
Yn gymwys gan ddefnyddio ystod eang o TG gan gynnwys Google Suite o gymwysiadau, Word, Excel yn ogystal â gwybodaeth am offer hygyrchedd ar gael	x		Ffurflen gais
Hyblyg a chyflym i addasu i amgylchiadau newydd a chyfnewidiol	x		Ffurflen gais
<b>Gofynion ychwanegol</b>			
Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl	X		Ffurflen gais
<b>Sgiliau Cymraeg</b>			
Dealltwriaeth Gymreig	<b>Canolradd</b>		Asesiad / Cyfweiliad ar-lein
Siarad Cymraeg	<b>Canolradd</b>		Asesiad / Cyfweiliad ar-lein
Llythrennedd Cymraeg	<b>Canolradd</b>		Asesiad / Cyfweiliad ar-lein
<b>Gofynion gorfodol</b>			
<p>Yn unol â Rheoliadau Cyngor y Gweithlu Addysg (CGA) 2015 mae'n ofyniad statudol bod unigolion yn cofrestru gyda CGA cyn dechrau cyflogaeth gyda'r Grŵp.</p> <p>Mae'r Grŵp wedi ymrwymo i Ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Bydd yn ofynnol i unigolion gwblhau Datgeliad Manwl gyda'r Gwasanaeth Datgelu a Gwahardd yn unol â Deddf Adsefydlu Troseddwyr 1974 i ganfod eu haddasrwydd i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth tanysgrifio diweddarau'r DBS yn cael eu derbyn yn unol â'r canllawiau a ddarperir - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</p> <p>O dan adran 8 o Ddeddf Lloches a Mewnfudo 1986 mae'n ofynnol yn ôl y gyfraith i unigolion ddarparu tystiolaeth ddogfennol yn cadarnhau eu cymhwysedd i weithio yn y Deyrnas Unedig.</p>			
<b>Crynodeb o'r telerau ac amodau</b>			
Oriau gweithio	37 awr yr wythnos		
Wythnosau gwaith	42 wythnos y flwyddyn		
Gwyliau blynyddol	<ul style="list-style-type: none"> <li>• 28 diwrnod o wyliau y flwyddyn (01 Medi i 31 Awst).</li> <li>• Pob gwyliau cyhoeddus a arsylwir fel arfer, a bennir yn flynyddol.</li> <li>• Hyd at 5 diwrnod o ddiwrnodau cau effeithlonrwydd y flwyddyn, a bennir yn flynyddol.</li> <li>• Bydd contractau rhan amser yn derbyn hawl pro rata i'r uchod.</li> <li>• Bydd contractau Amser Tymor yn derbyn hawl pro rata i'r uchod a delir fel rhan o'r cyflog blynyddol.</li> </ul>		
Pensiwn	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpmember.org/">https://www.lgpmember.org/</a> )		

Teithio	<p>Mae'r trefniadau i ad-dalu gweithwyr sy'n mynd i gostau ychwanegol wrth gyflawni eu dyletswyddau swyddogol ar ran y Grŵp wedi'u hamlinellu yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Bydd yn ofynnol i ymgeiswyr llwyddiannus lenwi Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd pan gânt eu penodi (os yn berthnasol). Rhaid darparu copïau o dystysgrifau yswiriant i Adran Gyllid y Grŵp yn flynyddol gan bob gweithiwr sy'n hawlio costau milltiredd am ddefnyddio eu car eu hunain i gadarnhau bod yswiriant "Defnydd Busnes" yn ei le.</p>
Sgrinio iechyd	<ul style="list-style-type: none"> <li>• Nid yw'r swydd hon yn destun unrhyw sgrinio iechyd</li> </ul>

<b>Job description: Learning Support Co-ordinator</b>	
<b>Programme area / Department</b>	Grŵp ALN, Academic Services
<b>Main site</b>	Glynllifon (covering all CMD campuses - Dolgellau, Pwllheli and Glynllifon)
<b>Salary</b>	£32,657.41 - £34,823.62 per annum Co-ordinator Business Support Grade 7
<b>Contract type</b>	Temporary until July 2025
<b>Contract terms</b>	Term Time - 37 hrs per week over 42 weeks
<b>Reporting to</b>	Deputy Manager Additional Learning Needs
<b>Job purpose</b>	
<p>To co-ordinate the campus ALN team and Universal and Additional Learning Provision for identified learners. Working closely with tutors, college nurse, examination team, managers and external agencies as appropriate. The Learning Support Co-ordinator will also oversee the study centre support provision available on the designated campuses.</p> <p>Impartial support that is person centred is a crucial element of the role, as in cooperation with teaching staff, personal tutors and external agencies.</p>	
<b>Main duties and responsibilities</b>	
<p><b>A: Assessing Learners' Needs</b></p> <ol style="list-style-type: none"> <li>1. To co-ordinate transition arrangements with the learner, parents / guardian, external agencies and college staff as appropriate as required within ALN Code.</li> <li>2. Review and monitor additional learning needs disclosed at transition, interview, enrolment and on programme.</li> <li>3. Undertake screening assessments where necessary.</li> <li>4. To oversee and monitor the administration of the ALNQ, One Page Profile, Individual Development Plans and other statutory documents required to plan for the learners universal and/or additional learning support provision.</li> <li>5. Liaise with relevant programme area staff with regard to study support needs.</li> <li>6. Liaise with external agencies and/or organisations to collate all necessary supporting information and evidence in accordance with college policies and procedures and, as required by legislation.</li> <li>7. To attend transition, progression and statutory review meetings.</li> <li>8. Liaise with the college nurse and SHE team where health/medical/mobility support is required.</li> </ol> <p><b>B: Monitor Learner Progress</b></p> <ol style="list-style-type: none"> <li>1. Provide and facilitate learners with appropriate support provision.</li> <li>2. Record and monitor support for learners via individual and /or group support plans and college systems.</li> <li>3. Ensure that Individual Development Plan reviews are completed within statutory timescales.</li> </ol>	

4. Ensure that identified learners are supported by liaising with programme team staff with regards attendance and progress.
5. Collate and monitor the future progression and destination of all learners receiving additional learning provision.

### **C: Maintain Quality Systems**

1. To co-ordinate and produce the statutory reviews for learners.
2. Monitor reports to ensure appropriate access arrangements are in place for learners.
3. Ensure that support provision is recorded and monitored and that data is used to measure the effectiveness of support.
4. Advise the Head of ALN and Deputy ALN Manager on changes and improvements required within the support provision.
5. Ensure that there are effective links with Programme Areas and arrange feedback to Programme Team meetings.
6. Ensure that recording systems are maintained e.g. support records, invoices, registers and /or college tracking system, minutes of meetings, review and evaluation documents etc.
7. Contribute to updating a pool of suitable skills support resources.
8. Provide monthly statistical updates on support provision.
9. Carry out an annual review of support provision and complete a written report.
10. Contribute to the college's quality systems and self-assessment processes.
11. To identify resource needs and ensure the efficient use of human and physical resources to enhance the effectiveness of the Grŵp's Learning Support services.

### **D: Provide Team Co-ordination**

1. Co-ordinate a team of Learning Support Assistants and facilitators ; identify their CPD requirements through professional review.
2. Record Learning Support Assistants absences.
3. Contribute to the process of inducting new team members.
4. To provide advice and support for staff in providing specific support needs of individual learners by referring to relevant information from internal and external sources.
5. To support the Head of ALN and Deputy ALN Manager in ensuring that team members have the necessary skills and knowledge to participate fully within the team.
6. Ensure that individual responsibilities within team are communicated and that team members understand their roles and duties.
7. Lead team meetings and provide minutes and actions plans.
8. Contribute to other relevant meetings and communicate regularly and effectively with other team members.
9. Monitor the work of the team.
10. Ensure that teams operate in accordance with college procedures, awarding body requirements and quality systems.
11. Co-ordinate LSA support timetables.
12. Administer and disseminate the support timetables to staff in accordance with college

procedures.

13. To oversee the monthly administration of timesheets and pay claims in accordance with college procedures.

14. To monitor demand of support, review staff schedules and escalate all changes to the Head of ALN / Deputy ALN Manager.

### Other Duties

1. Identify personal development needs and undertake continuous professional development in line with the demands of the post.
2. Promote the activities within the Study Centres and any alternate support provision.
3. Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities.
4. Network with external agencies and keep abreast of developments within the provision of support for learning.
5. Comply with any reasonable request from a manager to undertake work of a similar nature and level that is not specified above and which can be reasonably expected in line with the Job Purpose.

Person specification	Essential	Desirable	Assessment method
<b>Qualifications</b>			
Degree	x		Application form
Teaching Qualification		X	Application form
Post Graduate ALN Qualification		x	Application form
Management qualification - currently undertaking or willing to undertake		x	Application form
<b>Knowledge and experience</b>			
Knowledge of ALNET and the Equality Act and the implications to providing support to young people in college	X		Application form & Interview
Experience in leading and/or supervising a ALN team		X	Application form & Interview
<b>Skills and attributes</b>			
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations	X		Application form & Interview
Excellent interpersonal skills with the ability to establish effective working relationships with a wide range of people	x		Application form & Interview
Ability to organise, plan and prioritise work	x		Application form



Good oral and written skills	x		Application form
Competent using a wide range of IT including Google Suite of applications, Word, Excel as well as having knowledge of accessibility tools available	x		Application form
Flexible and quick to adapt to new and changing circumstances	x		Application form
<b>Additional requirements</b>			
Able to travel as required to fulfil the requirements of the role	X		Application form
<b>Welsh language skills</b>			
Welsh Understanding	<b>Intermediate</b>		On-line assessment / Interview
Welsh Speaking	<b>Intermediate</b>		On-line assessment / Interview
Welsh Literacy	<b>Intermediate</b>		On-line assessment / Interview
<b>Mandatory requirements</b>			
<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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</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>			
<b>Summary of the terms and conditions</b>			
Working hours	37 hours per week		
Working weeks	42 weeks per year		
Annual leave	<ul style="list-style-type: none"> <li>● 28 days leave per annum (01 September to 31 August).</li> <li>● All normally observed public holidays, determined annually.</li> <li>● Up to 5 days efficiency closure days per annum, determined annually.</li> <li>● Part Time contracts will receive a pro rata entitlement to the above.</li> <li>● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul>		
Pension	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )		

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	<ul style="list-style-type: none"> <li>• This post is not subject to any health screening</li> </ul>