

<b>Swydd Ddisgrifiad: MENTOR LLWYDDIANT DYSGWYR</b>	
<b>Maes Rhaglen / Adran</b>	Cyfrifiadura a'r Diwydiannau Creadigol Iechyd a Gofal Cymdeithasol
<b>Prif Safle</b>	Llandrillo Yn Rhos
<b>Cyflog</b>	Graddfa 3 - Points 17-20 £13,424 - £19,867
<b>Y Math o Gontract</b>	Cytundeb Tymor Sefydlog hyd 4 Gorffennaf 2025
<b>Telerau'r Contract</b>	Yn ystod y tymor yn unig (25 i 37 awr yr wythnos x 37 wythnos y flwyddyn)
<b>Yn atebol i</b>	Rheolwr Maes Rhaglen
<b>Cyflwyniad i'r swydd:</b>	
<ul style="list-style-type: none"> <li>● Ydych chi yn hoffi gweld pobl ifanc yn llwyddo?</li> <li>● Oes gennych chi y sgiliau i gael y gorau allan o bobl ifanc?</li> <li>● Ydych chi'n berson agored; hwyliog a phenderfynol?</li> <li>● Ydych chi yn hoffi gweithio a helpu pobl ifanc i gyflawni eu potensial?</li> </ul> <p>.....Os ydych yn ateb yr uchod yn gadarnhaol ac yn awyddus i wneud gwahaniaeth i fywydau a dyfodol pobl ifanc yng Nghonwy a Dinbych, yna mae'r swydd hon yn ddelfrydol ar eich cyfer chi. Byddwch yn gweithio gyda thîm o staff ymroddedig eraill i sicrhau cyfleon a chefnogaeth deilwng i ddysgwyr Coleg Llandrillo.</p>	
<b>Pwrpas y Swydd</b>	
<p>Mae Grŵp Llandrillo Menai yn cyflogi Mentor Llwyddiant Dysgwyr (MLID) i gefnogi ein myfyrwyr amser llawn i gynyddu eu presenoldeb yn y coleg, i aros ar y trywydd iawn ac i gyflawni eu nodau dysgu.</p> <p>Bydd y MLID yn cael eu rheoli yn uniongyrchol gan Reolwyr Maes Rhaglen ac fe fyddant yn cefnogi tiwtoriaid personol i ddelio gyda'r materion dysgwyr canlynol:</p> <ul style="list-style-type: none"> <li>● Diffyg Presenoldeb</li> <li>● Ymddygiad annerbyniol</li> <li>● Methiant i gwblhau gwaith colegol</li> </ul> <p>Bydd prif gyfrifoldebau y MLID fel a ganlyn:</p> <ol style="list-style-type: none"> <li>1. Cydweithio gyda staff y dysgu i sicrhau bod y dysgwyr sydd angen eu cefnogi yn cael eu hadnabod yn gynnar</li> <li>2. Monitro presenoldeb dysgwyr gan ddilyn i fyny ar unrhyw faterion yn syth</li> <li>3. Annog a mentora dysgwyr i wella eu presenoldeb</li> <li>4. Annog a mentora dysgwyr sydd ddim yn cwblhau eu tasgau gwaith ac aseiniadau</li> <li>5. Cynnal cofnodion perthnasol a chyfredol</li> </ol>	

### Prif Ddyletswyddau a Chyfrifoldebau

1. Cyfrannu'n effeithiol at y gwaith o gynnig profiadau o ansawdd uchel i'r holl ddysgwyr ym maes addysg a hyfforddiant, 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 ddyletswyddau rhesymol eraill ar adegau prysur yn ystod y broses dderbyn.
4. Ymgymryd â hyfforddiant a datblygiad staff priodol er mwyn cynorthwyo gyda'r gwaith o gyflawni ddyletswyddau a darparu gwasanaethau'n effeithiol.
5. Unrhyw ddyletswyddau eraill rhesymol y gofynnir i'r MLID ymgymryd a hwy yn achlysurol
6. Unrhyw waith arall sy'n gymesur â'r raddfa gyflog, yn ogystal â sgiliau a galluoedd deiliad y swydd;
7. 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
<b>Cymwysterau</b>			
Addysg Gyffredinol o safon dda gyda NVQ Lefel 2 neu gyffelyb gan gynnwys cymhwyster Llythrennedd a Rhifedd ar Lefel 2	X		Ffurflen Gais / Cyfweliad
Hyfforddiant neu Gymhwyster Sgiliau Sylfaenol		X	Ffurflen Gais / Cyfweliad
Cymhwyster Anogwr Dysgu/Mentor Dysgu neu'r parodrwydd i'w ennill o fewn 3 mis o gael eich penodi		X	Ffurflen Gais / Cyfweliad
Hyfforddiant rheoli ymddygiad		X	Ffurflen Gais / Cyfweliad
Cymhwyster Gwaith Ieuencid		X	Ffurflen Gais / Cyfweliad
Cymhwyster Dysgu		X	Ffurflen Gais / Cyfweliad
<b>Gwybodaeth a Phrofiad</b>			
Profiad o weithio gyda phobl ifanc 16–19 oed.	X		
Yn deall sut mae dysgwyr yn datblygu ac yn dysgu, a deall yn arbennig y pethau sy'n llesteirio cynnyd	X		Ffurflen Gais / Cyfweliad
Yn gwybod am y gwahanol wasanaethau/darparwyr cefnogi sydd ar gael i ddysgwyr yn lleol ac yn genedlaethol.	X		Ffurflen Gais / Cyfweliad

<b>Sgiliau a Phriodweddau</b>			
Empathi a dealltwriaeth o'r anawsterau sy'n wynebu pobl ifanc ôl-16.	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio fel rhan o'r tîm ac i weithio'n annibynnol.	X		
Sgiliau cyfathrebu a sgiliau rhyngpersonol effeithiol a'r gallu i weithio gydag amrywiaeth eang o ddysgwyr a staff.	X		
Sgiliau TG da	X		
Gallu cyfathrebu yn effeithiol yn y Gymraeg a'r Saesneg		X	Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
<b>Sgiliau Cymraeg</b>			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <a href="https://www.gllm.ac.uk/cy/jobs">https://www.gllm.ac.uk/cy/jobs</a>			
<b>Dealltwriaeth o'r Gymraeg</b>	Sylfaenol		Cyfweliad
<b>Yn siarad Cymraeg</b>	Sylfaenol		Cyfweliad
<b>Llythrennedd Cymraeg</b>	Cwrteisi Ieithyddol		Cyfweliad
<b>Noder os gwelwch yn dda</b> - 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.			
<b>Gofynion Gorfodol</b>			
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 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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a> .			
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.			
<b>Crynodeb o'r Telerau a'r Amodau</b>			
<b>Oriau Gwaith</b>	25 i 37 awr yr wythnos		
<b>Wythnos Waith</b>	37 o wythnosau'r flwyddyn		

<b>Gwyliau Blynyddol</b>	<ul style="list-style-type: none"> <li>● 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> <li>● Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>● Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> <li>● Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>● 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.</li> </ul>
<b>Pensiwn</b>	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )
<b>Teithio</b>	<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>
<b>Sgrinio Iechyd</b>	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Learner Success Mentor	
<b>Programme area / Department</b>	Computing & Creative Industries Health & Social Care
<b>Main site</b>	Rhos on Sea
<b>Salary</b>	Grade 3 Points 17-20 £13,424 - £19,867
<b>Contract type</b>	Fixed Term - Contract To 4 July 2025
<b>Contract terms</b>	Term Time (25 to 37 hours per week x 37 weeks per year)
<b>Reporting to</b>	Programme Area Manager
Job Introduction	
<ul style="list-style-type: none"> <li>● Do you like to see young people succeed?</li> <li>● Do you have the skills to get the best out of young people?</li> <li>● Are you an “open” person, fun and determined?</li> <li>● Do you like to work and help young people achieve their potential?</li> </ul> <p>.....if you answer yes to all the above and want to make a difference to the lives and futures of young people in Conwy and Denbighshire, then this post is ideal for you! You will work with a team of other dedicated staff to ensure worthy opportunities and support for Coleg Llandrillo learners.</p>	
Job purpose	
<p>Grŵp Llandrillo Menai employs Learner Success Mentor (LSM) to support our full-time students to maximise their attendance at college, stay on track and achieve their learning goals.</p> <p>The LSM will be line-managed by the Programme Area Manager and will support Personal Tutors with the following student issues:</p> <ul style="list-style-type: none"> <li>● Non attendance;</li> <li>● Poor behaviour; and</li> <li>● non completion of college work.</li> </ul> <p>Duties of the LSM will be to:</p> <ol style="list-style-type: none"> <li>1. Liaise with the curriculum delivery staff and learner services staff to ensure that those learners that require coaching are identified early.</li> <li>2. Monitor student attendance and follow up any emerging issues immediately.</li> <li>3. Coach and mentor students to improve their attendance.</li> <li>4. Coach and mentor students who are not completing set tasks and assignments.</li> <li>5. Maintain appropriate and up to date records.</li> </ol>	

### Main duties and 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.
5. Any other reasonable duties that the LSM may be required to undertake periodically.
6. Any other work commensurate with the salary scale, as well as the skills and abilities of the post holder
7. It should be noted that this Job Description includes a summary of the main duties and responsibilities of the job and will be reviewed regularly. This may lead to changes due to the Group's operational requirements.

Person specification	Essential	Desirable	Assessment method
<b>Qualifications</b>			
Good general education at NVQ level 2 or equivalent including literacy & numeracy at Level 2	X		Application form / Interview
Basic Skills awareness training or qualification		X	Application form / Interview
Learning Coach / Mentoring Qualification (willingness to undertake upon/prior to appointment)		X	Application form / Interview
Behaviour management training		X	Application form / Interview
Youth work qualification		X	Application form / Interview
Teaching qualification		X	Application form / Interview

<b>Knowledge and experience</b>			
Experience of working with young people aged 16 – 19	X		Application form / Interview
An understanding of learner development and learning processes and in particular, barriers to progression.	X		Application form / Interview
Understanding of the range of local and national support services/providers	X		Application form / Interview
<b>Skills and attributes</b>			
Empathy and understanding of the challenges faced by young people post 16.	X		Application form / Interview
Ability to work as part of a team and to work independently.	X		Application form / Interview
Effective communication skills and interpersonal skills and ability to work with a diverse range of learners and staff.	X		Application form / Interview
Good IT skills.	X		Application form / Interview
Ability to communicate effectively through the medium of Welsh and English		X	Application form / Interview
<b>Additional requirements</b>			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
<b>Welsh language skills</b>			
Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>			
<b>Welsh Understanding</b>	Foundation		Interview
<b>Welsh Speaking</b>	Foundation		Interview
<b>Welsh Literacy</b>	Linguistic courtesy		Interview
<b>Please note:</b> 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.			
<b>Mandatory requirements</b>			
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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a> .			

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

<b>Working hours</b>	25 to 37 hours per week
<b>Working weeks</b>	37 weeks per year
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (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>
<b>Pension</b>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )
<b>Travel</b>	<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>
<b>Health screening</b>	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.