Swydd Ddisgrifiad: Darlithydd Peirianneg - Weldio a/neu Technoleg Ceir	
Maes Rhaglen / Adran	Peirianneg
Prif Safle	Llangefni
Cyflog	£20.68 - £31.98 yr awr yn cynnwys tâl gwyliau Pwynt MG1 – UG3 Hyd at 16 awr yr wythnos (Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd)
Y Math o Gontract	Dros Dro
Telerau'r Contract	Talu fesul awr
Yn atebol i	Rheolwr Maes Rhaglen Peirianneg

Pwrpas y Swydd

Maer Adran Peirianneg yn Coleg Menai yn adran flaengar sy'n cynnig cyrsiau arbenigol mewn amrywiaeth o ddisgyblaethau Peirianneg. Mae dysgu ac addysgu yn digwydd gydag offer safonol y diwydiant ac mewn cyfleusterau modern, gan gynnwys adeilad STEM £15m a adeiladwyd yn ddiweddar. Rydym yn chwilio am aelod o staff i ymuno ag adran sydd eisoes yn llwyddiannus sy'n falch o gefnogi staff a myfyrwyr i ragori ar lefel genedlaethol a rhyngwladol. Disgwylir i'r ymgeisydd llwyddiannus ddarparu safonau uchel o ddysgu ac addysgu ym maes eu harbenigedd a rhoi cefnogaeth, cyngor ac arweiniad parhaus i fyfyrwyr sy'n hyrwyddo llwyddiant.

Disgwyliadau allweddol y rôl:

1. Addysgu i safon uchel mewn gwaith dosbarth theori ac gwaith ymarferol mewn gweithdy, er mwyn creu cyfleoedd dysgu effeithiol ac er mwyn galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.
2. Darparu profiadau allgyrsiol rhagorol i'n dysgwyr.
3. Cynnal safonau uchel y ddarpariaeth â'r gefnogaeth a roddir i'r dysgwyr.
4. Sichrau bod polisiau a gweithdrefnau'r Grŵp yn cael ei dilyn.
5. Cefnogi dysgwyr i lwyddo er mwyn cyflawni eu targedau neu uwch gan herio ac ymestyn ein dysgwyr.

Prif Ddyletswyddau a Chyfrifoldebau

A: Asesu Anghenion Y Dysgwyr

A1. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig

A2. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig.

A3. Sicrhau bod dysgwyr yn cofrestru gyda'r coleg a chyrff dyfarnu

B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu

B1. Nodi canlyniadau dysgu a pharatoi Cynlluniau Gwaith a Chynlluniau Gwersi ar gyfer rhaglenni perthnasol yn unol â gofynion cyrff dyfarnu a chanllawiau'r Grŵp.

B2. Sicrhau bod sgiliau sylfaenol (hanfodol) yn cael eu hintegreiddio i'r rhaglen ddysgu fel y bo'r angen

B3. Cynllunio ar gyfer anghenion ieithyddol y grŵp myfyrwyr er mwyn caniatáu i fyfyrwyr ddefnyddio'r iaith a ddewisant (Cymraeg neu Saesneg) lle bynnag y bo modd

B4. Dethol amrywiaeth o ddulliau dysgu i ddiwallu anghenion myfyrwyr

C: Rheoli'r Broses Ddysgu

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C1. Sefydlu a chynnal amgylchedd dysgu ddiogel ac effeithiol
C2. Datblygu a defnyddio amrywiaeth o dechnegau dysgu ac addysgu er mwyn annog dysgu annibynnol a hwyluso dysgu trwy brofiadau
C3. Cynhyrchu a defnyddio deunyddiau dysgu priodol gan ddefnyddio technoleg gwybodaeth dysgu lle y bo modd
C4. Nodi a mynd i'r afael â diffyg cymhelliant a herio ymddygiad amhriodol
C5. Gosod tasgau heriol a chytuno ar dargedau a nodau unigol gyda dysgwyr lle bo hynny'n briodol
C6. Strwythuro sesiynau'n briodol i gadw at yr amserlen a chynnal diddordeb
C7. Cynnal a hybu cyfathrebu effeithiol gyda, a rhwng, yr holl ddysgwyr, gan ddefnyddio technoleg briodol lle bo hynny'n berthnasol
C8. Cynnal perthynas waith effeithiol o fewn timau'r rhaglen
C9. Cydymffurfio â systemau gwybodaeth coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser cywir ac ar y ffurf sefydliadol y cytunwyd arno
C10. Cyfrannu at holl systemau sicrhau ansawdd perthnasol y coleg; gweithdrefnau rheoli mewnol ac allanol
C11. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chyrsiau

D: Darparu cefnogaeth i ddysgwyr

D1. Sicrhau bod dysgwyr yn ymwybodol o wasanaethau cefnogi a chynghori priodol ac yn gwybod sut i'w defnyddio
D2. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg

E: Asesu'r deilliannau dysgu a chyflawniadau'r dysgwyr

E1. Cynllunio strategaethau asesu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
E2. Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy
E3. Sicrhau bod dysgwyr yn cael adborth ysgrifenedig a llafar, sy'n glir ac yn adeiladol, o fewn cyfnod priodol
E4. Cadw cofnodion asesu a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, rhieni, cyflogwyr, cyrff dyfarnu

F: Ystyried a chloriannu eich perfformiad eich hun a chynllunio at y dyfodol

F1. Cloriannu eich ymarfer eich hun mewn perthynas ag anghenion y dysgwyr a'r rhaglen
F2. Defnyddio adborth o systemau sicrhau ansawdd i wella eich ymarfer eich hun
F3. Sicrhau eich bod yn ymwybodol o ddatblygiadau cyfredol yn eich maes arbenigol
F4. Cymryd rhan yn system Adolygu Perfformiad y coleg er mwyn cloriannu eich perfformiad ac adnabod anghenion datblygu
F5. Cymryd rhan mewn datblygiad proffesiynol parhaus perthnasol

G: Dyletswyddau Penodol:

G1. Ymgymryd â rôl Tiwtor Personol, Rheolwr Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd a Chydlynydd Cwricwlwm.
G2. Goruchwylio arholiadau ac asesiadau fel bo'r angen

H: Cyfrifoldebau Cyffredinol

H1. Cydymffurfio â pholisi Diogelwch, Iechyd a'r Amgylchedd Diwygiedig y Grŵp er mwyn cynnal amgylchedd gwaith ac amgylchedd addysgu diogel

H2. Cyflawni unrhyw ddyletswyddau priodol eraill sy’n ymwneud â’ch rôl a’ch swydd ar gais eich rheolwr atebol, Uwch Gyfarwyddwr neu'r Prif Weithredwr

Manyleb Deiliad y Swydd	**Hanfodol**	**Dymunol**	**Dull Asesu**
Cymwysterau			
Lefel 3 neu gymhwyster cyfatebol mewn maes perthnasol.	X		Ffurflen Gais
Addysg Uwch neu gymhwyster cyfatebol mewn maes perthnasol.		X	Ffurflen Gais
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn pedair mlynedd i’r penodiad.	X		Ffurflen Gais / Cyfweliad
Cymhwyster Cefnogi Sgiliau Hanfodol Lefel 3 neu barodrwydd i ennill y cymhwyster	X		Ffurflen Gais / Cyfweliad
Cymwysterau asesydd a/neu ddilyswr mewnol a/neu barodrwydd i ennill y cymhwyster o fewn 2 mlynedd i’r penodiad.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Y gallu i uniaethu â gwahanol ddysgwyr, ac ymrwymiad i gyfle cyfartal	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd Addysg Bellach/Uwch.		X	Ffurflen Gais
Profiad o weithio mewn amgylchedd Gweithgynhyrchu /Cynnal a Chadw/Technoleg Trin Ceir.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu, sgiliau rhyngbersonol a sgiliau cyfathrebu da.	X		Ffurflen Gais / Cyfweliad
Hyblygrwydd a sgiliau gweithio mewn tîm.	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl	X		Ffurflen Gais / Cyfweliad

Ymrwymiad i werthoedd y Grŵp.	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	Canolradd		Cyfweliad
Yn siarad Cymraeg	Canolradd		Cyfweliad
Llythrennedd Cymraeg	Canolradd		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 Troseddwyr 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 diweddaru'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	Hyd at 16 awr yr wythnos Dydd Llun – Dydd Gwener, yn ystod y dydd. Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd. Maer pwnc a lefel y ddarpariaeth yn seiliedig ar gymwysterau a phrofiad Bydd canran ychwanegol o rhwng 10% - 63.33% (yn amodol ar feini prawf) yn cael ei gymhwyso i'r oriau cytundebol a weithiwyd i adlewyrchu paratoi a marcio.
Wythnosau Gweithio	35 wythnos y flwyddyn yn ystod tymor y coleg
Gwyliau Blynyddol	Bydd hawl i wyliau â thâl pro rata ym mhob blwyddyn academaidd (1 Medi i 31 Awst), sy'n cynnwys hawl pro-rata i 8 Gŵyl Banc a Gwyliau Cyhoeddus a welir fel arfer yng Nghymru a hawl pro-rata o hyd at 5 o wyliau effeithlonrwydd (sylwer y gall hyn newid yn flynyddol). Mae gwyliau blynyddol yn deillio o hawl pro rata cyfwerth ag amser llawn o 46 diwrnod sydd wedi'i gynnwys yn y gyfradd fesul awr a delir.
Pensiwn	Cynllun Pensiwn Athrawon (www.teacherspensions.co.uk)
Teithio	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. 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.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

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Job description: Lecturer in Engineering - Welding and/or Motor Vehicle Technology	
Programme area / Department	Engineering
Main site	Llangefni
Salary	£20.68 - £31.98 per hour inclusive of holiday pay Point MG1 – UG3 Up to 16 hours per week (Work pattern to be agreed dependant on availability)
Contract type	Temporary
Contract terms	Hourly Paid
Reporting to	Engineering Programme Area Manager

Job purpose

The Engineering Department at Coleg Menai is a forward thinking department offering specialist courses in a range of Engineering disciplines. Teaching and learning takes place with industry standard equipment and in modern facilities, including a recently built £15m STEM building.

We are looking for a member of staff to join an already successful department that proudly supports staff and students to excel on a national and international level. The successful candidate will be expected to deliver high standards of teaching and learning within the area of their expertise and give ongoing support, advice and guidance to students that promotes success.

Key expectations of the role:

1. To provide high quality teaching, in both theory and workshop practical elements, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.

2. Provide excellent extracurricular experiences for our learners.

3. Maintain the high standards of the provision with the support given to the learners.

4. Ensure that the Grŵp's policies and procedures are followed.

5. Supporting learners to succeed in order to achieve their targets or higher, challenging and stretching our learners.

Main duties and responsibilities

A: Assessing Learners' Needs

A1. Assess learners' previous learning experiences and achievements in relation to the identified learning programme

A2. Undertake initial assessments and identify any special learning or support Needs

A3. Ensure learners are registered with the college and with awarding bodies

B: Planning and Preparing Teaching and Learning Programmes

B1. Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements and Grŵp guidelines

B2. Ensure that literacy and numeracy / essential skills are integrated into the learning programme as required

B3. Plan for the linguistic needs of the student group in order to allow students to use their language of choice (Welsh or English) wherever possible

B4. Select a range of learning methods to meet student needs

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C: Managing the Learning Process

- C1. Establish and maintain a safe and effective learning environment
- C2. Develop and use a range of teaching and learning techniques to encourage individual learning and facilitate learning though experience
- C3. Produce and use appropriate learning materials using information learning technology where possible
- C4. Identify and address poor motivation and challenge inappropriate behaviour
- C5. Set challenging tasks and agree individual goals and targets with learners as appropriate
- C6. Structure sessions appropriately to provide pace and maintain interest
- C7. Maintain and encourage effective communication with and between all learners, using appropriate technology where relevant
- C8. Maintain effective working relationships within programme teams
- C9. Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format
- C10. Contribute to all relevant college quality assurance systems; internal and external control procedures;
- C11. Participate in self-assessment processes including the evaluation of modules and courses

D: Providing learners with support

- D1. Ensure that learners are aware of and have access to appropriate support and guidance services
- D3. Maintain tutorial systems in line with college guidelines

E: Assessing the outcomes of learning and learners' achievements

- E1. Plan appropriate assessment strategies for learning programmes in line with awarding body requirements and communicate these to students
- E2. Use a range of appropriate assessment methods to conduct fair and reliable assessments
- E3. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale
- E4. Maintain assessment records and provide information to relevant stakeholders e.g. colleagues, parents, employers, awarding bodies

F: Reflecting upon and evaluating one's own performance and planning future practice

- F1. Evaluate your own practice in relation to learners' and programme needs
- F2. Use feedback from quality assurance systems to improve your own practice
- F3. Keep up to date with current development within your own specialist field
- F4. Participate in the college Performance Review system in order to evaluate own performance and identify development needs
- F5. Engage in relevant continuous professional development

G: Other Specific duties

G1. Undertake the role of Personal Tutor, Programme Leader, Internal Verifier and, if agreed with the programme manager, Lead Verifier or Curriculum Co-ordinator

G2. Invigilate examinations or assessments as appropriate

H: General Responsibilities

H1. Comply with the Grŵp's Safety, Health & Environment Policy in order to maintain a safe working and learning environment

H2. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Executive Director or the Chief Executive.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Level 3 or equivalent qualification in a related area.	X		Application form
Higher Education or equivalent qualification in a related area.		X	Application form
Teaching qualification or willingness to gain within four years of appointment.	X		Application form / Interview
Level 3 Supporting Essential Skills Qualification or willingness to gain	X		Application form / Interview
Assessor and/or Internal Verifier qualifications or willingness to gain within 2 years of appointment.	X		Application form / Interview
Knowledge and experience			
Empathy with diverse learners and commitment to equal opportunities.	X		Application form / Interview
Experience of working within an FE/HE environment.		X	Application form
Experience of working within a Manufacturing/Maintenance/ Motor Vehicle Engineering environment.	X		Application form / Interview
Knowledge and experience of the use of learning technology.		X	Application form / Interview
Skills and attributes			
Ability to use IT systems and applications.	X		Application form / Interview
Good organisation, interpersonal and communication skills.	X		Application form / Interview
Flexibility and team working skills.	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview

Commitments to the Grŵp 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	Intermediate		Interview
Welsh Speaking	Intermediate		Interview
Welsh Literacy	Intermediate		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	
Working hours	Up to 16 hours per week, Mon – Fri, day work. Work pattern to be agreed dependant on availability. Subject & Level of delivery are based on qualifications and experience An additional percentage of between 10% - 63.33% (subject to criteria) will be applied to the contracted hours worked to reflect preparation and marking.
Working weeks	35 weeks per year during College term times
Annual leave	There will be an entitlement to pro rata paid holiday in each academic year (1st September to 31st August), which includes pro-rata entitlement of 8 Bank and Public Holidays normally observed in Wales and a pro-rata entitlement of up to 5 efficiency days (please note this can change annually). Annual leave is derived from a pro rata full time equivalent entitlement of 46 days which is included in the hourly rate paid.
Pension	Teachers Pensions Agency (www.teacherspensions.co.uk)
Travel	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. 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.

Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.