

<b>Swydd Ddisgrifiad: Darlithydd Gwasanaethau Cyhoeddus/Amddiffynnol</b>	
<b>Maes Rhaglen / Adran</b>	Iechyd a Gofal, Chwaraeon a Gwasanaethau Cyhoeddus
<b>Prif Safle</b>	Llangefni
<b>Cyflog</b>	£21.83 - £33.74 yr awr yn cynnwys tâl gwyliau Pwynt MG1 – UG3 Hyd at 12 awr yr wythnos (Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd)
<b>Y Math o Contract</b>	Dros dro
<b>Telerau'r Contract</b>	Talu fesul awr
<b>Yn atebol i</b>	Rheolwr Maes Rhaglen Iechyd a Gofal, Chwaraeon a Gwasanaethau Cyhoeddus
<b>Pwrpas y Swydd</b>	
<p>Rydym yn awyddus i benodi darlithydd ym maes Gwasanaethau Cyhoeddus/Gwasanaethau Amddiffyn ar draws lefelau 1 (Cyflwyniad i Wasanaethau Cyhoeddus/Gwasanaethau Amddiffyn) hyd at Lefel 3 (cyfwerth â Safon Uwch). Gallech fod wedi gwasanaethu yn y Gwasanaethau Cyhoeddus/Amddiffyn sydd â Gwisg Swyddogol megis y Fyddin, y Llynges, yr Awyrlu, yr Heddlu, Brigâd Dân, Ambiwlans, Parafeddygon, Tollau a Excise a Diogelwch, neu wedi gweithio'n agos gyda'r sector mewn rhyw ffordd, e.e. ymchwilio/cydweithio/gweithio mewn partneriaeth. Y diffiniad o wasanaethau amddiffyn sydd â gwisg swyddogol yw gwasanaethau arfog, yr heddlu, y gwasanaeth tân ac achub a'r gwasanaethau carchar. Byddem yn croesawu ceisiadau gennych os ydych wedi gwasanaethu yn y sector A/NEU wedi gweithio'n agos gyda'r sector hwn.</p> <p>Bydd y swydd yn gyfle i chi ddatblygu fel darlithydd ym maes Gwasanaethau Cyhoeddus/Gwasanaethau Amddiffyn, o dan arweiniad a chyda chefnogaeth yr Arweinwyr Rhaglen sy'n gyfrifol am y ddarpariaeth yn yr adran. Byddai eich dyletswyddau yn cynnwys paratoi a chyflwyno darlithoedd diddorol i'n dysgwyr ynghyd â'r gwaith gweinyddu, asesu a dilysu sy'n gysylltiedig â'r dyletswyddau hyn. Anogwn y defnydd o ddulliau dysgu ac addysgu ymarferol a gweithredol er mwyn gwneud y dysgu'n ddiddorol. Byddwch yn gallu cymhwyso eich gwybodaeth a'ch profiad i'r dysgu a'r addysgu a gyflwynir. Bydd hyn yn sicrhau bod y dysgwyr yn ennill dealltwriaeth a gwerthfawrogiad trylwyr o'r dyletswyddau a'r swyddi y gall dilyn cyrsiau Gwasanaethau Cyhoeddus/Gwasanaethau Amddiffyn roi cyfle iddynt eu profi.</p> <p>Byddai gan ein hymgeisydd delfrydol brofiad o addysgu a phrofiad o'r diwydiant, un ai yn y lluoedd arfog neu mewn gwasanaeth cyhoeddus/gwasanaeth amddiffyn arall. Fodd bynnag, croesewir ceisiadau hefyd gan arbenigwyr eraill o'r gwasanaethau cyhoeddus/gwasanaethau amddiffyn sy'n awyddus i gymryd eu camau cyntaf i'r maes addysgu.</p>	
<b>Prif Ddyletswyddau a Chyfrifoldebau</b>	
<p><b>A: Asesu Anghenion Y Dysgwyr</b></p> <ol style="list-style-type: none"> <li>A1. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig</li> <li>A2. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig.</li> </ol>	

A3. Sicrhau bod dysgwyr yn cofrestru gyda'r coleg a chyrrff 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 cyrrff 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**

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 chyrsgiau

**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: Aseu'r deilliannau dysgu a chyflawniadau'r dysgwyr**

E1. Cynllunio strategaethau aseu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt

E2. Defnyddio amrywiaeth o ddulliau aseu 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 aseu a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, rhieni, cyflogwyr, cyrrff 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 Chydlynedd Cwricwlwm.

G2. Goruchwylio arholiadau ac asesiadau fel bo'r angen

<b>H: Cyfrifoldebau Cyffredinol</b>			
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			
<b>Manyleb Deiliad y Swydd</b>	<b>Hanfodol</b>	<b>Dymunol</b>	<b>Dull Asesu</b>
<b>Cymwysterau</b>			
Isafswm cymhwyster cyfwerth â Lefel 3 yn y sector galwedigaethol perthnasol <b>gyda</b> phrofiad helaeth o Wasanaethau Cyhoeddus Lifrai			
NEU  Gradd/cymhwyster uwch mewn maes pwnc perthnasol (e.e. Troseddeg/Y Gyfraith/Polisi Cymdeithasol/Seiberddiogelwch/Gwleidyddiaeth)	X		Ffurflen Gais
Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn tair mlynedd i'r penodiad.	X		Ffurflen Gais / Cyfweliad
Cymhwyster asesu neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd	X		Ffurflen Gais / Cyfweliad
Trwydded yrru bws mini a threlar (Categori d1 ar eu trwydded yrru, trwyddedau a gyhoeddwyd cyn 1997) neu barodrwydd i ymgymryd â hyfforddiant i yrru bws mini	X		Ffurflen Gais / Cyfweliad
Cymwysterau sy'n ymwneud â gweithgareddau anturus - e.e. Arweinydd Mynydd / Cymorth Cyntaf		X	Ffurflen Gais / Cyfweliad
<b>Gwybodaeth a Phrofiad</b>			
Profiad o addysgu/hyfforddi mewn maes perthnasol.		X	Ffurflen Gais / Cyfweliad
Yn gallu dangos gwybodaeth weithredol gadarn o'r Gwasanaethau Amddiffynnol/ Cyhoeddus Lifrog e.e. drwy gyflogaeth flaenorol o fewn/ wedi cysylltu'n agos gyda'r sector Gwasanaethau Amddiffynnol / Cyhoeddus		X	Ffurflen Gais / Cyfweliad
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 / Cyfweliad
Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu.		X	Ffurflen Gais / Cyfweliad
<b>Sgiliau a Phriodweddau</b>			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Ffurflen Gais / Cyfweliad

Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu da.	X		Ffurflen Gais / Cyfweliad
Hyblygrwydd a sgiliau gweithio mewn tîm.	X		Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			
Gallu teithio yn ôl yr angen i gyflawni gofynion y rôl	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i werthoedd y Grŵp.	X		Ffurflen Gais / Cyfweliad
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>	Canolradd		Asesiadau ar-lein / Cyfweliad
<b>Yn siarad Cymraeg</b>	Canolradd		Asesiadau ar-lein / Cyfweliad
<b>Llythrennedd Cymraeg</b>	Canolradd		Asesiadau ar-lein / 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 dan contract 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>	Hyd at 12 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.		
<b>Wythnosau gwaith</b>	Hyd at 35 wythnos y flwyddyn yn ystod tymor y coleg		
<b>Gwyliau Blynyddol</b>	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.		
<b>Pensiwn</b>	Cynllun Pensiwn Athrawon ( <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a> )		
<b>Teithio</b>	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>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>	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p>

Job description: Lecturer in Public Services/Uniformed Protective Services	
<b>Programme area / Department</b>	Health & Care, Sport and Public Services
<b>Main site</b>	Llangefni
<b>Salary and hours</b>	£21.83 - £33.74 per hour inclusive of holiday pay Point MG1 – UG3 Up to 12 hours per week (Work pattern to be agreed dependant on availability)
<b>Contract type</b>	Temporary
<b>Contract terms</b>	Hourly Paid
<b>Reporting to</b>	Health & Care, Sport and Public Services Programme Area Manager
Job purpose	
<p>We are seeking to appoint a lecturer of Public/Protective Services across levels 1 (Introduction to Public/Protective Services), through to 3 (A-level equivalent). You may have served in the Uniformed Public/Protective Services such as the Army, Navy, Air Force, Police, Fire Brigade, Ambulance, Paramedics, Customs and Excise and Security, or worked closely with the public/protective services sector in some capacity, such as research / collaboration / partnership. The uniformed protective services are defined as armed services, police, fire and rescue service and custodial services. We would welcome applications from you if you have served in AND/OR worked closely with this sector.</p> <p>The role will allow you to develop as a lecturer in Public/Protective Services, under the guidance and support of a team of Programme Leaders, who lead provision within the department. Your duties would include the preparation and delivery of engaging lectures for our developing learners; along with administration, assessment and verification practices associated with these duties. We encourage the use of practical and active teaching and learning methodologies, to bring the learning to life. You will be able to apply your knowledge and experience from your experiences to the teaching and learning delivered. This will ensure learners are gaining an in-depth understanding and appreciation of the duties and roles studying Public/Protective Services can give them opportunity to experience.</p> <p>Our ideal candidate would have previous teaching and industry experience, in the armed forces or other public/protective service sector. However, we also welcome industry experts from the public/protective services, looking to take their first steps into teaching.</p>	
Main duties and responsibilities	
<p><b>A: Assessing Learners' Needs</b></p> <ul style="list-style-type: none"> <li>A1. Assess learners' previous learning experiences and achievements in relation to the identified learning programme</li> <li>A2. Undertake initial assessments and identify any special learning or support Needs</li> <li>A3. Ensure learners are registered with the college and with awarding bodies</li> </ul> <p><b>B: Planning and Preparing Teaching and Learning Programmes</b></p> <ul style="list-style-type: none"> <li>B1. Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements and Grŵp guidelines</li> </ul>	

- 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

### **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 through 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
- D2. 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
<b>Qualifications</b>			
Minimum of a Level 3 equivalent qualification within the relevant vocational sector <b>with</b> extensive Uniformed Public Services experience.	X		Application form
<b>OR</b>			
A degree/higher qualification in a relevant subject area (e.g. Criminology/Law/Social Policy/Cyber Security/Politics)			
Teaching qualification or willingness to gain within three years of appointment.	X		Application form / Interview
Assessor qualification or willingness to achieve within agreed period	X		Application form / Interview
Minibus and trailer driving licence (D1 Category on their driving licence, licences issued pre 1997) or willingness to undertake training to drive a minibus	X		Application form / Interview
Qualifications relating to adventurous activities - e.g. Mountain Leader / First Aid		X	Application form / Interview
<b>Knowledge and experience</b>			
Experience of teaching in a related area.		X	Application form / Interview
Able to demonstrate a sound operational knowledge of the Uniformed Public/Protective Services - e.g. through previous employment within / closely linked with the Public/Protective Services sector		X	Application form / Interview
Empathy with diverse learners and commitment to equal opportunities.	X		Application form / Interview
Experience of working within an FE/HE environment.		X	Application form / Interview



Knowledge and experience of the use of learning technology.		X	Application form / Interview
<b>Skills and attributes</b>			
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
<b>Additional requirements</b>			
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
<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>	Intermediate		Interview
<b>Welsh Speaking</b>	Intermediate		Interview
<b>Welsh Literacy</b>	Intermediate		Interview
<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>			
<b>Working hours</b>	<p>Up to 12 hours per week, Mon – Fri, day work. Work pattern to be agreed dependant on availability. Subject &amp; Level of delivery are based on qualifications and experience</p> <p>An additional percentage of between 10% - 63.33% (subject to criteria) will be applied to the contracted hours worked to reflect preparation and marking.</p>		
<b>Working weeks</b>	Up to 35 weeks per year during College term times		
<b>Annual leave</b>	<p>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.</p>		
<b>Pension</b>	Teachers Pensions Agency ( <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a> )		

<p><b>Travel</b></p>	<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>
<p><b>Health screening</b></p>	<p>Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.</p>