

Swydd Ddisgrifiad: Hwylusydd Sgiliau Astudio	
Maes Rhaglen / Adran	Grŵp ADY
Prif Safle	Glynllifon
Cyflog	£7,877.97 - £8,574.01 y flwyddyn Cymorth Busnes Graddfa 4 Pwynt 21-24
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser, Amser Tymor (13 awr x 38 wythnos y flwyddyn)
Yn atebol i	Dirprwy Reolwr Grŵp ADY
Pwrpas y Swydd	
<p>Gweithio fel aelod o'r Tîm Anghenion Dysgu Ychwanegol i ddarparu cefnogaeth gynhwysfawr sgiliau astudio i ddysgwyr. Yn dibynnu ar anghenion yr unigolyn, darperir y gwasanaeth drwy weithio gyda grwpiau neu unigolion. Ymgymryd â chefnogaeth mewn sesiynau galw heibio yn y Ganolfan Ddysgu a / neu i ddysgwyr mewn sesiynau a drefnwyd.</p> <p>Mae cefnogaeth sy'n canolbwyntio ar yr unigolyn yn rhan hanfodol o'r swydd, yn ogystal â'r gallu i gydweithio gyda staff dysgu, mentoriaid, Gyrfa Cymru ac asiantaethau allanol.</p> <p>Mae'n bosibl y bydd gofyn gweithio'n achlysurol gyda'r nos ac ar ddyddiau Sadwrn, ac am hynny rhoddir amser i ffwrdd yn ystod yr wythnos.</p>	
Prif Ddyletswyddau a Chyfrifoldebau	
<ol style="list-style-type: none"> 1. Cefnogi a chynghori dysgwyr er mwyn iddynt gaffael sgiliau astudio yn ddibynnol ar anghenion yr unigolyn. 2. Cynghori dysgwyr ar ddefnydd priodol adnoddau dysgu. 3. Gweithio fel aelod o'r Tîm Sgiliau Astudio i ddarparu cefnogaeth a rhoi cymorth i ddysgwyr ar ddatblygu eu sgiliau rhifedd a llythrennedd. 4. Cynorthwyo staff dysgu ymhob maes rhaglen i fabwysiadu a gweithredu agwedd gynhwysol i sgiliau astudio yn eu dysgu, addysgu a strategaethau asesu. 5. Datblygu adnoddau dysgu o fewn y Ganolfan Ddysgu a meysydd rhaglen caiff eu defnyddio gan bob aelod o staff a dysgwyr. 6. Gweithio gyda dysgwyr fel unigolion ney mewn grwpiau gan ddilyn cynlluniau dysgu unigol a sirhau cynnydd boddhaol. 7. Gwneud asesiad cychwynnol o anghenion dysgu a chynorthwyo gyda chynllun gweithredu ar gyfer y dysgwyr. 8. Cofnodi presenoldeb, targedau a chynnydd y dysgwyr yn unol â gweithdrefnau'r coleg. 9. Cynorthwyo staff dysgu gyda mentora ac adolygu cynnydd y dysgwyr yn eu datblygiad sgiliau astudio. 10. Codi pryderon a'u cyfeirio at y Tiwtor Personol fel y bo'n briodol yn ogystal â chysylltu gyda staff cefnogi i sicrhau bod y cyfeiriadau priodol ar gyfer cymorth pellach yn cael eu gwneud. 11. Cynorthwyo gyda datblygiad ac integreiddiad prosiectau Technoleg Gwybodaeth Dysgu a'r strategaethau i mewn i'r cwricwlwm. 	

12. Darparu data i'r Cydlynnydd Cefnogi Dysgu a Rheolwr Grŵp Anghenion Dysgu Ychwanegol yn ôl y galw.

13. Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill, ar gais y Rheolwr Llinell, y Pennaeth Cynorthwyol neu'r Pennaeth.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Addysgwyd i lefel gradd gyda Saesneg a Mathemateg TGAU ar radd C neu'n uwch	X		Ffurflen Gais / Cyfweliad
Cymhwyster a/neu brofiad addysgu sgiliau sylfaenol neu anghenion dysgu ychwanegol.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Gallu i ddangos dealltwriaeth gadarnhaol o anghenion cefnogi dysgu dysgwyr yn y sector ôl 16.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth o'r cwricwlwm Addysg Bellach gan gynnwys Sgiliau Hanfodol.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Brwdfrydedd ar gyfer cefnogi dysgu myfyrwyr, gan ddefnyddio dull adnodd-seiliedig/dysgwr ganolog.	X		Ffurflen Gais / Cyfweliad
Sgiliau TG, mathemategol a chyfathrebu cadarn, os yn bosib gyda chymwysterau priodol.	X		Ffurflen Gais / Cyfweliad
Gallu i gynghori a chefnogi amrywiaeth eang o ddysgwyr.	X		Ffurflen Gais / Cyfweliad
Hyblygrwyd a safon uchel o sgiliau rhyngpersonol a gofal cwsmer.	X		Ffurflen Gais / Cyfweliad
Dangos ymrwymiad i ddatblygiad proffesiynol personol a bod yn fodlon dysgu cymwysiadau a sgiliau newydd yn ôl y gofyn.	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu â staff ar bob lefel.	X		
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	Mynediad		Cyfweliad

Yn siarad Cymraeg	Mynediad	Cyfweliad
Llythrennedd Cymraeg	Mynediad	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 ymrwmo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 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	13 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 Adeoli.</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>	
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.	

Job description: Study Skills Facilitator			
Programme area / Department	Grŵp ALN		
Main site	Glynllifon		
Salary	£7,877.97 - £8,574.01 per annum Business Support Scale 4 Points 21-24 (pro rata)		
Contract type	Permanent		
Contract terms	Part Time, Term Time (13 hours x 38 weeks per year)		
Reporting to	Deputy Manager Grŵp ALN		
Job purpose			
<p>To work as a member of the ALN Team to provide comprehensive study skills support to learners. Dependent on learner need, the service will be provided either by means of group work or on an individual basis. Support may be facilitated during drop in sessions in the Study Centre and / or to learners in a scheduled session.</p> <p>Person-centred support is a crucial element of the role, as is cooperation with teaching staff, mentors, Careers Wales and external agencies.</p> <p>There may be a requirement for some evening work and Saturday working, for which there is compensatory time off during the week.</p>			
Main duties and responsibilities			
<ol style="list-style-type: none"> 1. To support and advise learners in the acquisition of skills dependent on individual need. 2. To advise learners on the use of appropriate learning resources. 3. To work as part of the Study Skills Team to provide study support and to assist learners in developing their numeracy and literacy skills. 4. To assist teaching staff in all programme areas to adopt and apply an inclusive approach to study skills within their teaching, learning and assessment strategies. 5. To develop learning resources within the Study Centre and programme areas that can be used by all learners and staff. 6. To work with learners as individuals or in groups following individual development plans and ensuring satisfactory progress. 7. To facilitate initial assessment of learning needs and assist with the development of an action plan for learners. 8. To record learner attendance, targets and progress in accordance with college procedures. 9. To assist teaching staff with the monitoring and review of learner progress in their skills development. 10. To escalate and refer concerns to the Personal Tutor as appropriate and to liaise with academic and support staff to ensure appropriate referrals for further support are made as required. 11. To assist with the development and integration of ILT projects and strategies into the curriculum. 12. To provide data to the Learning Support Co-ordinator/Team Leader and ALN Grwp Manager as requested. 13. To undertake any other duties and comply with reasonable instruction as requested by your line manager, Assistant Principal or Principal. 			
Person specification	Essential	Desirable	Assessment method

Qualifications			
Educated to degree level with English and Maths GCSE at Grade C or above	X		Application form / Interview
Basic skills or additional learning needs teaching qualification and/or experience.		X	Application form / Interview
Knowledge and experience			
Ability to demonstrate a positive understanding of the learning support needs of learners in the post 16 sector.	X		Application form / Interview
Knowledge of FE curriculum including Essential Skills.		X	Application form / Interview
Skills and attributes			
Enthusiasm for the support of student learning, using a resource-based/learner centred approach.	X		Application form / Interview
Excellent standard of IT, mathematical and communication skills, preferably with appropriate qualifications.	X		Application form / Interview
Ability to advise and support a wide variety of learners.	X		Application form / Interview
Flexibility and high standard of interpersonal skills and customer care.	X		Application form / Interview
Show a commitment of personal professional development and be willing to learn new applications and skills as required.	X		Application form / Interview
Ability to communicate with staff at all levels.	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	Entry		Interview
Welsh Speaking	Entry		Interview
Welsh Literacy	Entry		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	13 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.