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| **Swydd Ddisgrifiad: SWYDDOG LLES** | | | | | |
| **Maes Rhaglen / Adran** | | Gwasanaethau i Ddysgwyr | | | |
| **Prif Safle** | | Holl gampysau Coleg Meirion-Dwyfor, amserlen flynyddol i'w gytuno gyda Rheolwr Gwasanaethau i Ddysgwyr | | | |
| **Cyflog** | | £24,385.02 - £26,539.52 y flwyddyn (pro rata)  Cymorth Busnes  Graddfa 4 Pwynt 21-24 | | | |
| **Y Math o Gontract** | | Dros dro, hyd at 31.07.2025 | | | |
| **Telerau'r Contract** | | Llawn amser, tymor yn unig | | | |
| **Yn atebol i** | | Rheolwr Gwasanaethau i Ddysgwyr CM/CMD | | | |
| **Pwrpas y Swydd** | | | | | |
| Sicrhau parhad amgylchedd dysgu cynhwysol drwy ddarparu cefnogaeth i ddysgwyr, gan gynnig gwasanaeth proffesiynol; cefnogaeth ym maes lles; gwybodaeth, cyngor ac arweiniad ar faterion sy'n ymwneud â lles emosiynol, corfforol a rhywiol. Mae'r gefnogaeth hon yn cynnwys cydweithio'n agos ag aelodau eraill o'r Gwasanaethau i Ddysgwyr, tiwtoriaid a thiwtoriaid personol ac asiantaethau allanol er mwyn cefnogi dysgwyr sydd mewn perygl o droi eu cefnau ar addysg. | | | | | |
| **Prif Ddyletswyddau a Chyfrifoldebau** | | | | | |
| **Cyfrifoldebau Cyffredinol yn y Coleg**   1. Cyfrannu'n effeithiol at y gwaith o gynnig profiadau dysgu a hyfforddi o ansawdd uchel i bob dysgwr, 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 bolisïau, 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 dyletswyddau rhesymol eraill ar adegau prysur yn ystod y broses dderbyn. 4. Ymgymryd â hyfforddiant a datblygu staff priodol i gyflawni'ch dyletswyddau a darparu gwasanaethau'n effeithiol.   **Prif Ddyletswyddau a Chyfrifoldebau**   1. Sefydlu perthynas weithio dda gyda dysgwyr unigol er mwyn eu cynorthwyo yn ystod y cyfnod pontio wrth iddynt symud ymlaen i addysg, hyfforddiant neu gyflogaeth lawn amser. 2. Defnyddio a rhannu gwybodaeth am ddysgwyr, gan gydymffurfio â deddfau ynghylch diogelu data a'r protocolau o ran rhannu gwybodaeth, er mwyn sicrhau bod trefniadau pontio a chyfleoedd datblygu'n cael eu rheoli’n effeithiol. 3. Darparu arweiniad ar faterion lles emosiynol, corfforol ac iechyd rhywiol i ddysgwyr gyda'r nod o gynorthwyo i ddal gafael ar ddysgwyr. 4. Darparu gwasanaeth personol a chyfrinachol ar faterion lles i ddysgwyr yn cynnwys mentora. 5. Cynnig gwybodaeth a chyngor ar faterion lles yn ôl y galw ar fyr rybudd, neu ar unwaith mewn achos o argyfwng. 6. Trefnu bod staff arbenigol ar gael i ddysgwyr a chyfeirio dysgwyr at asiantaethau cefnogi priodol yn ôl y galw er mwyn cefnogi eu hanghenion. 7. Bod yn bwynt cyswllt a chysylltu ag asiantaethau allanol er mwyn cefnogi Plant sy'n Derbyn Gofal, Rhai sy'n Gadael Gofal a Gofalwyr Ifanc sydd wedi cofrestru yng Ngholeg Meirion-Dwyfor. 8. Cadw golwg ar bresenoldeb dysgwyr penodol ac ar y cynnydd a wnânt, gan gynnig anogaeth, arweiniad a chefnogaeth ymarferol iddynt, fel y bo'n briodol. 9. Adnabod a chael gwared â ffactorau sy’n amharu ar bresenoldeb, perfformiad a chynnydd drwy ymyrryd yn uniongyrchol, drwy sefydlu trefniadau cefnogi, a phan fo angen, drwy gyfeirio’r unigolyn (yn unol â threfn y cytunwyd arni) at arbenigwyr i gael cymorth. 10. Cadw mewn cysylltiad â’r staff addysgu a staff cefnogi eraill er mwyn helpu dysgwyr unigol i osod targedau ymarferol a phriodol, a chynorthwyo’r dysgwyr i gloriannu eu perfformiad eu hunain. Sicrhau bod targedau a chynlluniau gweithredu y cytunwyd arnynt yn cael eu cofnodi a'u cadw ar Gynlluniau Datblygu Unigol y dysgwyr. 11. Cysylltu â darparwyr addysg, hyfforddiant a gwaith er mwyn meithrin gwybodaeth drylwyr am y cyfleoedd sydd ar gael i bobl ifanc. 12. Hyrwyddo tîm lles y Gwasanaethau i Ddysgwyr yn fewnol a sefydlu perthynas weithio â thiwtoriaid. 13. Cymryd rhan, fel y bo'n briodol, mewn rhaglen o weithgareddau tiwtora a digwyddiadau cyfoethogi. 14. Cynorthwyo i gasglu a gwirio data ynghylch cyrchfannau rhai sy'n gadael yn gynnar. 15. Bod yn ymwybodol o’r deddfau sy’n ymwneud ag Amddiffyn Plant, a gweithredu’n unol â’r canllawiau a osodwyd. 16. Sicrhau bod pob dysgwr yn cael cyfle cyfartal. 17. Bod yn ymwybodol o anghenion ychwanegol dysgwyr o leiafrifoedd ethnig mewn perthynas ag iaith a chyfle cyfartal, a gwybod pwy sydd angen cefnogaeth ychwanegol. 18. Mynychu cyfarfodydd rheolaidd ynghylch dysgwyr sydd mewn perygl o gefnu ar addysg, cyflogaeth a hyfforddiant (NEET). 19. Cadw cysylltiad agos â staff dynodedig Gyrfa Cymru er mwyn sicrhau bod dysgwyr dynodedig yn cymryd y camau sy'n angenrheidiol er mwyn iddynt barhau mewn addysg, hyfforddiant neu waith. | | | | | |
| **Manyleb Deiliad y Swydd** | | | **Hanfodol** | **Dymunol** | **Dull Asesu** |
| **Cymwysterau** | | | | | |
| Sgiliau rhifedd a llythrennedd o'r radd flaenaf, hyd at lefel 3. | | | X |  | Ffurflen Gais |
| Cymhwyster Cymorth Cyntaf. | | |  | X | Ffurflen Gais |
| **Gwybodaeth a Phrofiad** | | | | | |
| Profiad o weithio gyda phobl ifanc mewn amgylchedd addysgol. | | | X |  | Ffurflen Gais / Cyfweliad |
| Yn deall sut mae dysgwyr yn datblygu ac yn dysgu, a deall yn arbennig y pethau sy’n llesteirio cynnydd. | | | X |  | Ffurflen Gais / Cyfweliad |
| Yn gallu llunio cynlluniau gweithredu effeithiol i ddysgwyr sydd mewn perygl o dangyflawni. | | | 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 |
| Gwybodaeth ymarferol am y polisïau/codau ymarfer perthnasol ac ymwybyddiaeth o’r deddfau perthnasol. | | |  | X | Ffurflen Gais / Cyfweliad |
| **Sgiliau a Phriodweddau** | | | | | |
| Yn gallu ymwneud yn dda â dysgwyr a chydweithwyr. | | | X |  | Ffurflen Gais / Cyfweliad |
| Yn gallu gweithio’n adeiladol fel aelod o dîm sy’n cynnwys cynrychiolwyr darparwyr lleol, Gyrfa Cymru ac asiantaethau cefnogi lleol. | | | X |  | Ffurflen Gais / Cyfweliad |
| Yn meddu ar sgiliau trefniadol ac yn gallu gweithio o’ch pen a’ch pastwn eich hun. | | | X |  | Ffurflen Gais / Cyfweliad |
| Ymwybyddiaeth o asiantaethau cefnogi lleol. | | | X |  | Ffurflen Gais / Cyfweliad |
| **Gofynion Ychwanegol** | | | | | |
| Y gallu i deithio'n unol â gofynion y swydd | | | X |  | Ffurflen Gais / Cyfweliad |
| **Sgiliau Cymraeg** | | | | | |
| **Dealltwriaeth o'r Gymraeg** | | | Uwch | | Cyfweliad |
| **Yn siarad Cymraeg** | | | Uwch | | Cyfweliad |
| **Llythrennedd Cymraeg** | | | Uwch | | Cyfweliad |
| **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 DBS trwy wasanaeth diweddaru'r DBS 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** | 37 awr yr wythnos | | | | |
| **Wythnos Waith** | 40 o wythnosau'r flwyddyn | | | | |
| **Gwyliau Blynyddol** | * 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** | 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: WELFARE OFFICER** | | | | | | |
| **Programme area / Department** | | Learner Services | | | | |
| **Main site** | | All Coleg Meirion-Dwyfor Campuses, annual schedule to be agreed by Learner Services Manager | | | | |
| **Salary** | | £24,385.02 - £26,539.52 per annum (pro rata)  Business Support  Scale 4 Points 21-24 | | | | |
| **Contract type** | | Temporary until 31.07.2025 | | | | |
| **Contract terms** | | Full-time, term time only | | | | |
| **Reporting to** | | Learner Services Manager CM/CMD | | | | |
| **Job purpose** | | | | | | |
| To ensure continuation of an inclusive learning environment by providing support to learners by offering a professional service of welfare support; emotional, physical and sexual well-being information advice and guidance. This support includes working closely with other members of Learner Services, tutors and personal tutors and external agencies to support learners at risk of disengaging. | | | | | | |
| **Main duties and responsibilities** | | | | | | |
| **General College 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.   **Main Duties and Responsibilities**   1. To establish good working relationships with the individual learners in order to support them in the process of transition and progression to full-time education, training or employment. 2. To access and share learner information in accordance with data protection legislation and information-sharing protocols to ensure that transition and progression opportunities are managed effectively. 3. To provide welfare and well-being guidance regarding emotional, physical and sexual health to learners with the aim of supporting the retention of learners. 4. To provide a personal and confidential welfare service to learners to include mentoring. 5. To offer welfare information and advice when required at short notice, or immediately in a crisis situation. 6. Arrange for learners to gain access to specialist staff and refer to appropriate support agencies as required to support the needs of the student. 7. To act as a point of contact and liaise with external agencies to support all Looked after Children, Care Leavers and Young Carers enrolled at Coleg Meirion Dwyfor. 8. To monitor the progress and attendance of designated learners, and to offer encouragement, guidance and practical support where appropriate. 9. To identify and remove the barriers to attendance, performance and progression by direct intervention, by developing support mechanisms and, when necessary, by referring, through agreed procedures, the individual learner to specialists for help. 10. To liaise with teaching staff and other support staff in helping individual learners set realistic and appropriate targets and to support them in gauging their own performance. To ensure that targets and agreed action plans are recorded and maintained on the learners ILP. 11. To liaise with providers of education, training and employment in order to develop a sound understanding of the information and opportunities available to young people. 12. To promote the Learner Services’ welfare team on an internal basis and establish working relationships with tutors. 13. To be involved as appropriate in a programme of tutorial activities and enrichment events. 14. To assist in the collation and verification of destination and Early Leavers data. 15. To be aware of Child Protection legislation and operate within the set guidelines. 16. To ensure that all individual learners have equality of opportunity. 17. To be aware of the additional needs of ethnic minority individual learners in relation to language and equal opportunities and those needing additional support. 18. To attend regular meetings to discuss those at risk of becoming NEET. 19. To liaise closely with Careers Wales designated staff to ensure that designated learners take the steps necessary to continue to access education, training or employment. | | | | | | |
| **Person specification** | | | **Essential** | | **Desirable** | **Assessment method** |
| **Qualifications** | | | | | | |
| Excellent numeracy and literacy skills to level 3. | | | X |  | | Application form |
| First aid qualification. | | |  | X | | Application form |
| **Knowledge and experience** | | | | | | |
| Experience of working with young people in an educational environment | | | X |  | | Application form / Interview |
| Understanding of learner development and learning processes and in particular, barriers to progression. | | | X |  | | Application form / Interview |
| Ability to plan effective actions for learners at risk of underachieving. | | | X |  | | Application form / Interview |
| Understanding of the range of local and national support services/providers. | | | X |  | | Application form / Interview |
| Working knowledge of relevant policies/codes of practice and awareness of relevant legislation. | | |  | X | | Application form / Interview |
| **Skills and attributes** | | | | | | |
| Ability to relate well to learners and colleagues. | | | X |  | | Application form / Interview |
| Ability to work constructively as part of a team, including representatives from local providers, Careers Wales and local support agencies. | | | X |  | | Application form / Interview |
| Organisational skills and ability to work on own initiative. | | | X |  | | Application form / Interview |
| Awareness of local support agencies | | | 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** | | | | | | |
| **Welsh Understanding** | | | Advanced | | | Interview |
| **Welsh Speaking** | | | Advanced | | | Interview |
| **Welsh Literacy** | | | Advanced | | | Interview |
| **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** | 37 hours per week | | | | | |
| **Working weeks** | 40 weeks per year | | | | | |
| **Annual leave** | * 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** | 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. | | | | | |