

Swydd Ddisgrifiad:	
Hwylusydd y Gymraeg – Diwydiannau Creadigol a/neu Busnes	
Maes Rhaglen / Adran	Datblygu Dwyieithrwydd a Chydraddoldeb
Prif Safle	I'w gytuno
Cyflog	£28,729 - £31,176 y flwyddyn Cymorth Busnes Graddfa 5, pwynt 25-28
Y Math o Contract	Dros Dro, hyd at 30.06.25
Telerau'r Contract	Llawn Amser
Yn atebol i	Rheolwr Sgiliaith, Datblygu Dwyieithrwydd, Cydraddoldeb ac Amrywiaeth
Pwrpas y Swydd	
<p>Fel aelod o dîm dwyieithrwydd Grŵp Llandrillo Menai, bydd deiliad y swydd yn ymrwmo i genhadaeth y Grŵp sef ysbrydoli llwyddiant drwy gynnig addysg a hyfforddiant rhagorol ac i werthoedd y Grŵp sef:</p> <ul style="list-style-type: none"> ● Tegwch ● Ansawdd ● Arloesedd ● Proffesiynoldeb <p>Bydd deilydd y swydd yn chwarae rhan allweddol mewn cynyddu'r nifer o ddysgwyr sy'n astudio diwydiannau creadigol a/neu fusnes trwy gyfrwng y Gymraeg. Fel Hwylusydd y Gymraeg byddwch yn darparu cymorth i diwtoriaid a chefnogi dysgwyr unigol i'w galluogi i gwblhau rhywfaint o'u hastudiaethau yn Gymraeg.</p>	
Prif Ddyletswyddau a Chyfrifoldebau	
<ol style="list-style-type: none"> 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 bolisiau, gweithdrefnau, arferion gwaith a rheoliadau'r coleg, a gweithio'n unol â hwy fel y bo'n berthnasol. Yn benodol, cydymffurfio â Chynllun Cydraddoldeb, 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 datblygiad staff priodol i'ch cynorthwyo i gyflawni'ch dyletswyddau a darparu gwasanaethau'n effeithiol. 5. Cynorthwyo Grŵp Llandrillo Menai i sicrhau ansawdd uchel mewn darpariaeth dwyieithog ar draws y cwricwlwm 6. Cydweithio â'r tîm Datblygu Dwyieithrwydd, Rheolwyr Maes Rhaglen a thiwtoriaid i adnabod dysgwyr Cymraeg eu hiaith a fyddai'n elwa o hyfforddiant/cymorth ychwanegol i gwblhau elfennau o'u hastudiaethau yn Gymraeg. 7. Gweithio gyda'r tîm Datblygu Dwyieithrwydd, Rheolwyr Maes Rhaglen a thiwtoriaid a i gynllunio cymorth un i un a sesiynau grwpiau bach a fydd yn helpu dysgwyr i gwblhau elfennau o'u cyrsiau yn Gymraeg. 8. Cynllunio a chyflwyno sesiynau adolygu ar gyfer grwpiau bach o ddysgwyr i'w helpu i baratoi ar gyfer asesiadau cyfrwng Cymraeg a sefyll arholiadau yn hyderus. 	

9. Cydgysylltu â dysgwyr sy'n siarad Cymraeg a darparu sesiynau mentora / cymorth i'w helpu i ailgysylltu a deall pam mae'r Gymraeg yn bwysig ar gyfer dilyniant, addysg uwch a chyflogaeth.
10. Cadw cofnodion cywir o bresenoldeb mewn sesiynau mentora / cymorth.
11. Monitro a gwerthuso cynnydd dysgwyr drwy gofnodi cyflawniadau yn erbyn amcanion dysgu a bennwyd ymlaen llaw.
12. Cefnogi dysgwyr i weithio'n annibynnol trwy gyfrwng y Gymraeg.
13. Cyfeirio dysgwyr at, ac annog nhw i ddefnyddio, adnoddau sy'n eu galluogi i wella neu datblygu eu sgiliau Cymraeg, a'u helpu i gyflawni gwaith yn y Gymraeg
14. Cefnogi tiwtoriaid i ymgorffori'r Gymraeg yn eu harfer.
15. Mynychu cyfarfodydd cyson gyda phartneriaid a chyfarfodydd tîm
16. Hyrwyddo gwaith Cangen y Coleg Cymraeg Cenedlaethol, a chydweithio â'r swyddogion cangen a llysgenhadon
17. Unrhyw ddyletswyddau rhesymol eraill sy'n gydnaws â'r swydd ar gais Pennaeth Sgiliaith

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Wedi derbyn addysg i lefel gradd neu gymhwyster proffesiynol cyfatebol	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o'r sectordiwydiannau creadigol a/neu fusnes	X		Ffurflen Gais / Cyfweliad
Profiad o weithio gyda phobl ifanc, ar lefel un i un ac mewn grwpiau	X		Ffurflen Gais / Cyfweliad
Gwybodaeth gadarn am ddatblygiad cwricwlwm cyfrwng Cymraeg a dwyieithog		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Hyfedredd mewn TG	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio'n hyblyg ac i berfformio'n dda o dan bwysau	X		Ffurflen Gais / Cyfweliad
Yn meddu ar hunan gymhelliad, y gallu i weithio ar eich menter eich hun, a defnyddio'ch amser yn effeithiol	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Brwdfrydedd i hyrwyddo'r iaith Gymraeg	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu'n broffesiynol ac yn gywir yn Gymraeg a Saesneg ar lafar ac yn ysgrifenedig	X		Ffurflen Gais / Cyfweliad
Mae hon yn rôl draws golegol felly mae'r gallu i deithio i unrhyw gampws Grŵp Llandrillo Menai yn hanfodol	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	Uwch	Cyfweliad
Yn siarad Cymraeg	Uwch	Cyfweliad
Llythrennedd Cymraeg	Uwch	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 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>.

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	52 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 Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrrwyr 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:	
Welsh Language Facilitator – Creative Industries and/or Business	
Programme area / Department	Bilingual Development and Equality
Main site	To be agreed
Salary	£28,729 - £31,176 per annum Business Support Scale 5 Points 25 – 28
Contract type	Temporary, until 30.06.25
Contract terms	Full Time
Reporting to	Sgiliaith, Bilingual Development, Equality and Diversity Manager
Job purpose	
<p>As a member of Grŵp Llandrillo Menai's bilingualism team, the post holder will commit to the Grŵp's mission which is to inspire success by offering excellent education and training and to the Grŵp's values which are:</p> <ul style="list-style-type: none"> ● Fairness ● Quality ● Innovation ● Professionalism <p>The post holder will play a key role in increasing the number of learners who study the creative industries and/or business through the medium of Welsh. As a Welsh Language Facilitator, you will provide support to tutors and individual learners to enable them to complete some of their studies in Welsh.</p>	
Main duties and responsibilities	
<ol style="list-style-type: none"> 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 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. Assist Grŵp Llandrillo Menai to ensure high quality in bilingual provision across the curriculum. 6. Work with the Bilingual Development team, Program Area Managers and tutors to identify Welsh-speaking learners who would benefit from additional training/support to complete elements of their studies in Welsh. 7. Work with the Bilingual Development team, Program Area Managers and tutors to plan one to one support and small group sessions that will help learners complete elements of their courses in Welsh. 8. Planning and delivering review sessions for small groups of learners to help them prepare for Welsh-medium assessments and sit exams confidently. 9. Liaise with learners who speak Welsh and provide mentoring / support sessions to help them reconnect and understand why the Welsh language is important for progression, higher education and employment. 10. Keep accurate records of attendance at mentoring / support sessions. 	

11. Monitor and evaluate learners' progress by recording achievements against pre-determined learning objectives.
12. Support learners to work independently through the medium of Welsh.
13. Refer learners to, and encourage them to access, resources that enable them to improve or develop their Welsh skills, and help them to carry out work in Welsh
14. Supporting tutors to incorporate the Welsh language into their practice.
15. Attend regular meetings with partners and team meetings
16. Promote the work of the Coleg Cymraeg Cenedlaethol Branch, and collaborate with the branch officers and ambassadors
17. Any other reasonable duties compatible with the job at the request of the Head of Sgiliaith

Person specification	Essential	Desirable	Assessment method
Qualifications			
Educated to degree level or equivalent professional qualification	X		Application form / Interview
Knowledge and experience			
Experience of the creative industries and/or business sector	X		Application form / Interview
Experience of working with young people, on a one to one level and in groups	X		Application form / Interview
Sound knowledge about the development of a Welsh-medium and bilingual curriculum		X	Application form / Interview
Skills and attributes			
Competency in IT	X		Application form / Interview
Able to work flexibly and perform well under pressure	X		Application form / Interview
Self-motivated, able to act on own initiative and manage own time effectively	X		Application form / Interview
Additional requirements			
Enthusiasm to promote the use of Welsh	X		Application form / Interview
Ability to communicate professionally and accurately in Welsh and English, both orally and in writing	X		Application form / Interview
This is a cross college role so the ability to travel to any Grŵp Llandrillo campus is essential	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	Advanced		Interview
Welsh Speaking	Advanced		Interview

Welsh Literacy	Advanced	Interview
<p>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.</p>		
<p>Mandatory requirements</p>		
<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 - https://www.gov.uk/dbs-update-service.</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>		
<p>Summary of the terms and conditions</p>		
Working hours	37 hours per week	
Working weeks	52 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.	