

Swydd Ddisgrifiad: Hwylusydd y Gymraeg			
Maes Rhaglen / Adran	Datblygu Dwyieithrwydd		
Prif Safle	Llandrillo-yn-Rhos, Rhyl neu Llangefni		
Cyflog	£22,079.85-£23,960.08 y flwyddyn (30 awr yr wythnos) £27,231.81-£29,550.77 y flwyddyn (37 awr yr wythnos) Cymorth Busnes Graddfa 5, Pwynt 25-28		
Y Math o Contract	Dros dro		
Telerau'r Contract	Cytundeb hyd at Gorffennaf 2025, gyda posibilrwydd am estyniad.		
Yn atebol i	Rheolwr Datblygu Dwyieithrwydd a Chydraddoldeb		
Pwrpas y Swydd			
<p>Bydd deilydd y swydd yn chwarae rhan allweddol mewn cynyddu'r nifer o ddysgwyr sy'n astudio trwy gyfrwng y Gymraeg yn y coleg. Fel Hwylusydd y Gymraeg byddwch darparu cymorth unigol ac mewn grwpiau bach i ddysgwyr Cymraeg i'w galluogi i gwblhau rhywfaint o'u hastudiaethau yn Gymraeg ym maes Adeiladu. Mae'n bosib y bydd disgwyl i ddeilydd y swydd gefnogi dysgwyr mewn meysydd blaenoriaeth eraill hefyd.</p>			
Prif Ddyletswyddau a Chyfrifoldebau			
<ul style="list-style-type: none"> • Cynorthwyo Grŵp Llandrillo Menai i sicrhau ansawdd uchel mewn darpariaeth dwyieithog ar draws y cwricwlwm • Cydweithio â'r tîm Datblygu Dwyieithrwydd a Rheolwyr Maes Rhaglen i adnabod dysgwyr Cymraeg eu hiaith a fyddai'n elwa o hyfforddiant/cymorth ychwanegol i gwblhau elfennau o'u hastudiaethau yn Gymraeg. • Gweithio gyda'r tîm Datblygu Dwyieithrwydd, Rheolwyr Maes Rhaglen, arweinwyr/cydlwynwyr cyrsiau, a thwitoriaid personol i gynllunio cymorth un i un a sesiynau grwpiau bach a fydd yn helpu dysgwyr i gwblhau elfennau o'u cyrsiau yn Gymraeg. • 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. • 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. • Cadw cofnodion cywir o bresenoldeb mewn sesiynau mentora / cymorth. • Monitro a gwerthuso cynnydd dysgwyr drwy gofnodi cyflawniadau yn erbyn amcanion dysgu a bennwyd ymlaen llaw. • Cefnogi dysgwyr i weithio'n annibynnol trwy gyfrwng y Gymraeg. • Cyfeirio dysgwyr at, ac annog nhw i ddenfyddio, adnoddau sy'n eu galluogi i wella neu datblygu eu sgiliau Cymraeg, a'u helpu i gyflawni gwaith yn y Gymraeg • Cefnogi darlithwyr i ymgorffori'r Gymraeg yn eu harfer. • Mynychu cyfarfodydd cyson gyda phartneriaid a chyfarfodydd tîm • Hyrwyddo gwaith Cangen y Coleg Cymraeg Cenedlaethol, a chydweithio â'r swyddogion cangen a llysgenhadon • Unrhyw ddyletswyddau rhesymol eraill sy'n gydnaws â'r swydd ar gais y rheolwr llinell. 			
Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			

Wedi derbyn addysg i lefel gradd neu gymhwyster proffesiynol cyfatebol	x		Ffurflen gais
Gwybodaeth a Phrofiad			
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 Phrioneddau			
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
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			
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		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 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 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	30 awr yr wythnos / 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, Cynhaliaeth ac Adleoli.</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: Welsh Language Facilitator			
Programme area / Department	Bilingual Development		
Main site	Rhos on Sea, Rhyl or Llangefni		
Salary	£22,079.85-£23,960.08 per annum (30 hours per week) £27,231.81-£29,550.77 per annum (37 hours per week) Business support Grade 5, point 25- 28		
Contract type	Temporary		
Contract terms	Contract to the end of July 2025, with the possibility of an extension.		
Reporting to	Bilingual Development and Equality Manager		
Job purpose			
<p>The post holder will play a key role in increasing the number of learners who study through the medium of Welsh at the college. As a Welsh Language Facilitator you will provide individual and small group support to Welsh learners to enable them to complete some of their studies in Welsh in the following subject area: Construction. It is possible that the post holder will support learners in other priority areas as needed.</p>			
Main duties and responsibilities			
<ol style="list-style-type: none"> 1. Assist Grŵp Llandrillo Menai to ensure high quality in bilingual provision across the curriculum 2. Work with the Bilingual Development team and Program Area Managers to identify Welsh-speaking learners who would benefit from additional training/support to complete elements of their studies in Welsh. 3. Work with the Bilingual Development team, Program Area Managers, course leaders/coordinators, and personal tweeters to plan one to one support and small group sessions that will help learners complete elements of their courses in Welsh. 4. Planning and delivering review sessions for small groups of learners to help them prepare for Welsh-medium assessments and sit exams confidently. 5. 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. 6. Keep accurate records of attendance at mentoring / support sessions. 7. Monitor and evaluate learners' progress by recording achievements against pre-determined learning objectives. 8. Support learners to work independently through the medium of Welsh. 9. 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 10. Supporting lecturers to incorporate the Welsh language into their practice. 11. Attend regular meetings with partners and team meetings 12. Promote the work of the Coleg Cymraeg Cenedlaethol Branch, and collaborate with the branch officers and ambassadors 13. Any other reasonable duties compatible with the job at the request of the line manager. 			
Person specification	Essential	Desirable	Assessment method
Qualifications			
Educated to degree level or equivalent professional qualification	X		Application form

Knowledge and experience			
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			
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
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			
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	Advanced		Interview
Welsh Speaking	Advanced		Interview
Welsh Literacy	Advanced		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			
<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>			

Summary of the terms and conditions	
Working hours	30 hours per week / 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.