

Disgrifiad Swydd

Teitl y Swydd	Dylunio a Thechnegydd Technoleg
Cyfeirnod at Ddibenion Gwerthuso Swyddi	1001ETN
Maes Gwasanaeth	Addysg
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Gradd 6
Diben y Swydd	<p>Darparu gwasanaethau cymorth technegol a chwricwlwm i'r Gyfadran Technoleg. Gweithio fel rhan o dîm i gefnogi rhediad esmwyth yr adran a chyfrannu at y Polisi Gwella Ysgol.</p> <p>Mae'r cyfrifoldebau'n cynnwys:</p> <ol style="list-style-type: none">1. Paratoi a sefydlu offer a deunyddiau ar gyfer gwersi, gan sicrhau eu bod yn ddiogel ac mewn cyflwr gweithio priodol.2. Cynorthwyo staff a myfyrwyr addysgu i gynnal arddangosiadau a gweithgareddau ymarferol, gan ddarparu arweiniad a chymorth yn ôl yr angen.3. Cynnal a threfnu cyflenwadau ac offer, gan sicrhau eu bod ar gael a'u storio'n briodol.4. Dilyn polisiâu iechyd a diogelwch yr ysgol5. Perfformio cynnal a chadw rheolaidd a graddnodi offer, adrodd yn brydlon unrhyw ddiffygion neu faterion i'r personél priodol.6. Cydweithio gydag athrawon ac aelodau eraill o staff i sicrhau bod y cwricwlwm yn cael ei gefnogi a'i alinio'n effeithiol â nodau addysgol.
Lleoliad	Ysgol Gyfun Aberaeron
Oriau Gwaith	26
Math o Contract	Amser Tymor
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell Uniongyrchol	Ms Yvonne Howells – Pennaeth Adran

**Cyfrifoldebau Goruchwylio
/ Rheoli – os ydyw'n
berthnasol**

**Dyletswyddau a
chyfrifoldebau**

- Gweithio mewn pwnc penodol neu ar draws nifer o bynciau o fewn y canllawiau a sefydlwyd gan reolwyr yr ysgol/llynell, argymhellion yr offer neu'r gweithgynhyrchwyr, gan ddarparu cyngor ac arweiniad ar yr ateb priodol, darparu cymorth i ddatrys problemau, gan alw ar gyngor arbenigol os oes angen.
- Gwneud penderfyniadau sy'n effeithio ar eu swyddogaeth, adran neu ddisgybl, yn seiliedig ar ddadansoddi problem a'r canllawiau/cyfarwyddiadau cyffredinol sydd ar gael.
- Angen safon dda o wybodaeth a sgiliau ymarferol yn y maes gweithgaredd penodol er mwyn cynnig cyngor ac arweiniad i'r Athrawon a'r disgyblion wrth ddatblygu eu gwybodaeth neu eu lles.
- Asesu gweithgareddau a defnyddio offer gweithdy.

Prif gyfrifoldebau

1. Paratoi adnoddau/deunyddiau ar gyfer gwersi i gynorthwyo'r athrawon i gyflwyno'r cwricwlwm.
2. Yn cefnogi athrawon i ddarparu Dylunio a Thechnoleg trwy gynnal a glanhau offer ac adnoddau priodol. Ymchwilio i fanteision defnyddio deunyddiau ac offer newydd.
3. Darparu cefnogaeth ystafell ddosbarth i athrawon yn ystod y gwersi yn ôl yr angen.
4. Cynorthwyo i ddatblygu gweithgareddau ymarferol newydd.
5. Cysylltu â Phennaeth Adran (HOD) i reoli stoc, gan gynnwys prynu a storio'r holl ddeunyddiau'n ddiogel. Gorchmynion (gan sicrhau'r gwerth gorau) ac yn monitro adnoddau drwy reoli stoc, gan gynnwys storio deunyddiau, gwirio danfoniadau a chynghori ar lefelau stoc a thafenni costio ar gyfer cyfeirio disgyblion.
6. Cynnal a defnyddio offer CAD / CAM. Mae hyn yn cynnwys defnyddio torrwr laser ac Argraffwyr 3d.
7. Cynnal rhestr o offer ac offer fel y bo'n briodol.
8. Gwneud atgyweiriadau rheolaidd i offer ac offer ar draws y Adran.
9. Cynnal a helpu i greu amgylchedd diogel a thaclus yn y gweithdai a'r ardaloedd paratoi. Cynhaliwch ein gwiriadau diogelwch gweledol a rheolaidd eraill.
10. Cynnal ansawdd yr amgylchedd addysgu a dysgu, gan gynnwys gwneud arddangosfeydd, trefnu atgyweirio a chynnal offer, deunyddiau a dodrefn.
11. Cefnogi'r staff addysgu drwy baratoi deunyddiau ar gyfer gwersi, a storio deunyddiau nad ydynt yn cael eu defnyddio mwyach.

12. Gwneud adnoddau addysgu o dan gyfarwyddyd staff addysgu, gan gynnwys copïo a lamineiddio.
13. Cynorthwyo staff gyda gweithgareddau allgyrsiol.

Prosesau Cefnogi

1. Datrys Problemau a Chreadigrwydd
2. Gweithio o fewn gweithdrefnau rhagnodedig ac yn ymdrin â materion o ddydd i ddydd.
3. Yn defnyddio menter i ddatrys problemau o fewn cyllideb benodol.
4. A fydd yn pennu blaenoriaethau eich hun, gyda rhywfaint o arweiniad, er mwyn cyrraedd terfynau amser.
5. Defnyddio dychymyg i helpu i gynhyrchu, dylunio a dod o hyd i atebion i broblemau.
6. Penderfyniadau
7. O fewn amserlen ddyddiol, rhwch flaenoriaeth i'ch amserlen eich hun.
8. Pennu gwerth, cyfaint a'r math gorau o bryniannau gyda Phennaeth Adran
9. Gwneud penderfyniadau ac ysgrifennu asesiadau risg yn unol â rheoliadau iechyd a diogelwch.

Ymdrech Gorfforol ac Amodau Gwaith

1. Gweithio mewn Adran Dechnoleg brysur ac ystafell baratoi. Mae hyn yn cynnwys defnyddio peiriannau a chefnogi staff a myfyrwyr.
2. Mae'r swydd yn gofyn am godi a symud ystod o eitemau a'r gofyniad i ddringo uchelfannau byr i greu arddangosfeydd.
3. Defnyddio TGCh (gan gynnwys dylunio â chymorth cyfrifiadur a gweithgynhyrchu â chymorth cyfrifiadur)

Cysylltiadau a Chysylltiadau

1. Cysylltiad rheolaidd ac rheolaidd â myfyrwyr ac aelodau staff.
2. Cysylltu â chyflenwyr mewn perthynas â chynnal a chadw, iechyd a diogelwch ac archebion.

Sgiliau a phrofiad dymunol

1. Tystysgrifau cymeradwy wrth ddefnyddio offer arbenigol e.e. peiriannu pren, olwynion sgraffiniol, turnau a thriniaeth wres.
2. Rhinweddau personol dymunol fel brwdfrydig, hyblyg, dangos menter, sgiliau cyfathrebu rhagorol, a sylw i fanylion.
3. Gwybodaeth weithredol o CAD / CAM gan gynnwys defnyddio torwyr laser, argraffwyr 3D a meddalwedd gwaith solet neu debyg.

	<p>Safonau a sicrwydd ansawdd</p> <ol style="list-style-type: none"> 1. Cefnogi nodau ac ethos yr ysgol. 2. Gosod esiampl dda o ran gwisg, prydlondeb a phresenoldeb. 3. Mynychu cyfarfodydd tîm a staff yn unol â gofynion y rheolwyr. 4. Bod yn rhagweithiol mewn materion sy'n ymwneud ag iechyd a diogelwch.
<p>Atebolrwydd</p>	<ol style="list-style-type: none"> 1. Cysylltu â staff addysgu a thechnegwyr i nodi anghenion cymorth technegol a gynhyrchir gan y cwricwlwm. 2. Sicrhau bod lefel stoc briodol o gyfarpar ac offer yn cael eu cynnal. Cynnal llyfrau stoc, gan gynnwys cynnal neu drefnu gwiriadau stoc. 3. Trefnu a storio offer, offer, offer a deunyddiau yn unol â'r rheoliadau lechyd a Diogelwch lle bo hynny'n briodol. 4. Paratoi offer, offer a deunyddiau a sefydlu offer i'w defnyddio mewn dosbarthiadau ymarferol. 5. Trefnu ac, ar adegau, cynnal arddangosiadau. 6. Adfer a glanhau offer / offer ac ati ar ôl eu defnyddio. 7. Sicrhau bod safonau diogelwch a diogelwch boddhaol yn cael eu cynnal mewn perthynas â gwasanaeth technegol yr adran yn unol â pholisi'r ysgol. 8. Sicrhau bod gofynion ymarferol asesiadau ac arholiadau ymarferol yn cael eu bodloni, gan gynnwys paratoi, sefydlu a phrofi deunyddiau, offer ac offer.

Manyleb Person

<p>Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd</p>	<ul style="list-style-type: none"> NVQ 3 neu gymhwyster neu brofiad cyfwerth yn y ddisgyblaeth berthnasol Sgiliau rhifedd/llythrennedd da Hyfforddiant penodol yn y maes arbenigol 			
<p>Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)</p>	<p>Gweler y tabl isod.</p> <p><i>*Nodyn: Bydd gofyn i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg o fewn 2 flynedd o gael ei benodi os nad ydyw eisoes yn siarad Cymraeg.</i></p>			
	Gwranddo/Siarad	Darllen	Ysgrifennu	
<p>Saesneg (Lefelau Fframwaith ALTE)</p>	5	5	5	Hanfodol
<p>Cymraeg (Lefelau Fframwaith ALTE)</p>	3	3	3	Hanfodol*
<p>Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd</p>	<ol style="list-style-type: none"> Y gallu i fanteisio i'r eithaf ar adnoddau i sicrhau'r gwerth gorau. Gallu blaenoriaethu a dirprwyo er mwyn bodloni terfynau amser ac yn unol ag anghenion ysgol gyfan. Sgiliau cyfathrebu da, llafar ac ysgrifenedig. Sgiliau trefnu da. Byddai gwybodaeth ymarferol am bolisiau / codau ymarfer / deddfwriaeth lechyd a Diogelwch perthnasol yn ddymunol. Y gallu i weithio fel rhan o dîm. Hunan-gymhelliant gyda'r gallu i weithio i derfynau amser. synnwyr digrifwch cyffredin a synnwyr digrifwch. Brwdfrydedd a hyblygrwydd. Dyfalbarhad a phenderfyniad wrth ddatrys problemau. Y gallu i ymgysylltu â phlant ac oedolion. Y gallu i hunanwerthuso anghenion dysgu a cheisio cyfleoedd dysgu a datblygu yn weithredol. • Ymrwymiad i gynnal a chydymffurfio â rheoliadau lechyd a Diogelwch. 			
<p>Profiad sy'n ofynnol ar gyfer y swydd</p>	<ol style="list-style-type: none"> Byddai profiad o weithio mewn amgylchedd addysgol neu gyda phobl ifanc yn ddymunol ond nid yw'n hanfodol. • Profiad neu wybodaeth o arferion ac offer Technoleg gan gynnwys gwaith coed a pheiriannau gweithio metel. 			

**Hyfforddiant/addysg y mae'n ofynnol
eu cyflawni/mynd ati i'w cyflawni ar
gyfer y swydd**

Sgiliau/cymwysterau dymunol

Job Description

Post Name	Design & Technology Technician
Job Evaluation Post No	1001ETN
Service Area	Education
Grade SCP and salary – subject to Job Evaluation	Grade 6
Job Purpose	<p>Providing technical and curriculum support services to the Technology Faculty. Working as part of a team to support the smooth running of the department and contributing to the School Improvement Policy.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Prepare and set up equipment and materials for lessons, ensuring they are safe and in proper working condition. 2. Assist teaching staff and students in conducting demonstrations and practical activities, providing guidance and support as needed. 3. Maintain and organise supplies and equipment, ensuring their availability and proper storage. 4. Follow school health and safety policies 5. Perform routine maintenance and calibration of equipment, promptly reporting any malfunctions or issues to the appropriate personnel. 6. Collaborate with teachers and other staff members to ensure that the curriculum is effectively supported and aligned with educational goals.
Location	Ysgol Gyfun Aberaeron
Hours of Work	26
Type of Contract	Term Time
Length of Contract	Permanent
Immediate Line Managers job title	Ms Yvonne Howells – Head of Department

Supervisory/Managerial responsibilities – if applicable	
Duties and responsibilities	<ul style="list-style-type: none"> • Work in a specific subject or across a number of subjects within the guidelines established by the school/line management, the equipment or manufacturers recommendations, providing advice and guidance on the appropriate solution, provide assistance in resolving problems, calling on expert advice if necessary. • Make decisions affecting their own function, department or pupil, based on analysis of problem and the general guidelines/instructions available. • Require a good standard of practical knowledge and skills in the particular area of activity in order to offer advice and guidance to the Teachers and pupils in the development of their knowledge or welfare. • Risk assess activities and the use of workshop equipment. <p>Main Responsibilities</p> <ol style="list-style-type: none"> 1. Prepare resources/materials for lessons to assist the teachers in the delivery of the curriculum. 2. Supports teachers in the delivery of Design & Technology by maintaining and cleaning equipment and appropriate resources. Investigates the benefits of using new materials and equipment. 3. Provides classroom support to teachers during lessons as required. 4. Assists in the development of new practical activities. 5. Liaise with Head of Department (HOD) to manage stock, including purchase and safe storage of all materials. Orders (ensuring best value) and monitors resources through stock control, including the storage of materials, checking deliveries and advising on stock levels and costing sheets for pupil reference. 6. Maintain and use CAD/CAM equipment. This includes the use of a laser cutter and 3d Printers. 7. Maintain inventories of equipment and tools as appropriate. 8. Carry out routine repairs to tools and equipment across the faculty. 9. Maintains and help construct a safe and tidy environment in the workshops and preparation areas. Carry our visual and other routine safety checks. 10. Maintain the quality of the teaching and learning environment, including making displays, organising the

repair and maintenance of equipment, materials and furniture.

11. Support the teaching staff by preparing materials for lessons, and storing materials that are no longer in use.
12. Make teaching resources under the direction of teaching staff, including copying and laminating.
13. Assist staff with extra-curricular activities.

Supporting Processes

1. Problem Solving and Creativity
2. Works within prescribed procedures and deals with day to day issues.
3. Uses initiative to solve problems within a set budget.
4. Will determine own priorities, with some guidance, in order to reach deadlines.
5. Use of imagination to help produce, design and find solutions to problems.

Decision Making

1. Within daily schedule prioritise own timetable.
2. Determine best value, volume and type of purchases with Head of Department
3. Make decisions and write risk assessments in line with health and safety regulations.

Physical Effort and Working Conditions

1. Working in a busy Technology Department and preparation room. This involves the use of machinery and supporting both staff and students.
2. The post requires the lifting and movement of a range of items and the requirement to climb short heights to create displays.
3. Use of ICT (Including computer aided design and computer aided manufacture)

Contacts and Relationships

1. Regular and frequent contact with students and members of staff.
2. Contact with suppliers with regards to maintenance, health and safety and orders.

Desirable Skills & Experience

1. Approved certificates in the use of specialist equipment e.g. wood machining, abrasive wheels, lathes and heat treatment.

	<ol style="list-style-type: none"> 2. Desirable personal qualities such as enthusiastic, flexible, demonstrate initiative, excellent communication skills, and attention to detail. 3. A working knowledge of CAD/CAM including the use of laser cutters, 3D printers and Solid works software or similar. <p>Standards and quality assurance</p> <ol style="list-style-type: none"> 1. Support the aims and ethos of the school. 2. Set a good example in terms of dress, punctuality and attendance. 3. Attend team and staff meetings as requested by the management. 4. Be proactive in matters relating to health and safety.
Accountability	<ol style="list-style-type: none"> 1. Liaise with teaching staff and technicians to identify technical support needs generated by the curriculum. 2. Ensure that appropriate stock level of apparatus and tools are maintained. Maintain stock books, including carrying out or arranging stock checks. 3. Organise and store equipment, apparatus, tools and materials in accordance with the Health and Safety regulations where appropriate. 4. Prepare apparatus, tools and materials and set up equipment for use in practical classes. 5. Set up and, on occasion, carry out demonstrations. 6. Retrieve and clean away apparatus/ tools etc. after use. 7. Ensure that satisfactory standards of safety and security are maintained in relation to the department's technical service in accordance to School policy. 8. Ensure that the practical requirements of practical assessments and examinations are met, including preparing, setting up and testing materials, apparatus and equipment.

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills Specific training in specialist area 															
Linguistic skills level required for the post (Please refer to guidance on certification)	See table below. <i>*Note: The successful candidate will be required to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>															
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Listening/ Speaking</th> <th style="width: 15%;">Reading</th> <th style="width: 15%;">Writing</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;">English (ALTE Framework Levels)</td> <td>5</td> <td>5</td> <td>5</td> <td>Essential</td> </tr> <tr> <td style="background-color: #d3d3d3;">Welsh (ALTE Framework Levels)</td> <td>3</td> <td>3</td> <td>3</td> <td>Essential*</td> </tr> </tbody> </table>		Listening/ Speaking	Reading	Writing		English (ALTE Framework Levels)	5	5	5	Essential	Welsh (ALTE Framework Levels)	3	3	3	Essential*
	Listening/ Speaking	Reading	Writing													
English (ALTE Framework Levels)	5	5	5	Essential												
Welsh (ALTE Framework Levels)	3	3	3	Essential*												
Practical/personal skills required for the post	<ol style="list-style-type: none"> 1. Ability to maximise resources to ensure best value. 2. Able to prioritise and delegate in order to meet deadlines and according to whole school needs. 3. Good communication skills, written and oral. 4. Good organisational skills. 5. A working knowledge of relevant Health and Safety policies / codes of practice / legislation would be desirable. 6. An ability to work as part of a team. 7. Self motivated with an ability to work to deadlines. 8. Common sense and a sense of humour. 9. Enthusiasm and flexibility. 10. Resilience and determination when problem solving. 11. Ability to relate to children and adults. 12. Ability to self-evaluate learning needs and actively seek learning and development opportunities. 13. Commitment to maintaining and complying with Health and Safety regulations. 															
Experience required for the post	<ol style="list-style-type: none"> 1. Experience of working in an educational environment or with young people would be desirable but is not essential. 2. Experience or knowledge of Technology practices and equipment including woodworking and metal working machines. 															
Training/education required to be undertaken for the post/worked towards																
Desirable Skills/Qualifications																