

Disgrifiad Swydd

Teitl y Swydd	Is Arweinydd De Cymru e-sgol
Gwasanaeth	Ysgolion a Diwylliant
Graddfa	Soulbury
Pwynt/iau Cyflog	1
Cyflog	£40,540
Pwrpas y Swydd	I gynorthwyo gyda'r gwaith o ehangu prosiect e-sgol ar draws De Cymru. I gefnogi mentrau newydd ac arloesol yn y sector addysg ddigidol gan gydweithio gyda Phenaethiaid, Athrawon a Swyddogion Awdurdodau Lleol yn y rhanbarth. Ymateb i gyfleodd newydd i ddatblygu e-sgol ymhellach gan gynnig hyfforddiant a chreu adnoddau cefnogi yn y maes dysgu hybrid.
Lleoliad	Canolfan Rheidol Hybrid yn Bennaf
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Arweinydd e-sgol De Cymru
Cyfrifoldebau Goruchwylio / Rheoli	Cyfrifoldeb Rheoli uniongyrchol dros unrhyw staff a gyflogir.
Atebolrwydd	Bydd deiliad y swydd yn atebol am gydymffurfio â dyletswyddau ac arfer dda o ran cymryd rhan.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni a'n sefydliadau addysgiadol yn cydnabod bod plant a phobl ifanc a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.
Dyletswyddau a chyfrifoldebau	
<p>Cefnogi a chynnal prosiect e-sgol ymhellach yn Ne Cymru, gan gydweithio gydag ysgolion uwchradd y rhanbarth yn ogystal â chyflwyno syniadau addysgu digidol newydd</p> <ul style="list-style-type: none"> • Cefnogi prosiectau newydd ac arloesol yn y maes dysgu digidol/hybrid • Darparu Hyfforddiant a Chefnogaeth i athrawon a dysgwyr e-sgol ar draws De Cymru trwy gynnal sesiynau wyneb-i-wyneb ac arlein yn ogystal â thrwy gyfrwng adnoddau cefnogol • Sicrhau cyfathrebu clir, marchnata, hyrwyddo ac ymglymiad partneriaid allweddol gan gynnwys ysgolion, disgyblion a rhieni • Cefnogi'r cyd-weithio rhwng sectorau Cynradd ac Uwchradd • Cynorthwyo Arweinydd De Cymru i osod y seilwaith briodol yn ei le ar gyfer y prosiect yn y sector uwchradd e.e amserlenni, trafndiaeth, addysgwyr a lleoliadau • Cynorthwyo wrth gyd-lynu'r ddarpariaeth gwricwlaidd gan gydweithio'n agos gydag ysgolion a swyddogion perthnasol • Adrodd fel bo'r angen i bartneriaid allweddol ar gynnydd y project • Cynorthwyo wrth ddatblygu ac ehangu'r ddarpariaeth • Fel un o delerau eich swydd, efallai y bydd gofyn i chi ymgymryd â dyletswyddau eraill sydd yn cyfateb i'ch graddfa/lefel. 	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	

Manyleb Person

Gofynnol								
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gymhwyster Lefel 5 mewn pwnc perthnasol.							
Sgiliau Ieithyddol Cymraeg	<table border="1"> <tr> <td>Gwranddo/Siarad:</td> <td>Lefel 5</td> <td rowspan="3">Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad</td> </tr> <tr> <td>Darllen:</td> <td>Lefel 5</td> </tr> <tr> <td>Ysgrifennu:</td> <td>Lefel 5</td> </tr> </table>	Gwranddo/Siarad:	Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad	Darllen:	Lefel 5	Ysgrifennu:	Lefel 5
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Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Lefel uchel o sgiliau rhyngpersonol llafar ac ysgrifenedig a sgiliau cyfathrebu Lefel uchel o sgiliau cyflwyno a thrafod Lefel uchel o sgiliau dwyieithog Lefel uchel o rifedd a llythrennedd Lefel rhagorol o sgiliau TGCh gan gynnwys dysgu hybrid Medru rhwydweithio mewn modd proffesiynol a chyfeillgar gydag aelodau o'r cyhoedd a sefydliadau sydd yn bartneriaid Sgiliau ar gyfer adeiladu partneriaeth waith effeithiol ac ymrwymiad clir i weithio mewn partneriaeth Dealltwriaeth o'r datblygiadau diweddaraf ym maes addysg Yn ddigon hyblyg i weithio naill ai fel unigolyn neu fel rhan o dîm yn unol â gofynion y sefyllfa Agwedd ofalus, manwl a threfnus Medru casglu, dehongli a dadansoddi gwybodaeth Medru rhesymu a datrys materion mewn modd dadansoddol Medru cyfathrebu a chyflwyno gwybodaeth ar gyfer eu cynnwys mewn adroddiadau strategol Lefel uchel o broffesiynoldeb Dibynadwy, gonest a phrydlon Brwdfrydig, ymroddedig a chydwybodol Medru rheoli amser yn effeithiol, trefnu a blaenoriaethu baich gwaith o fewn terfynau amser Medru mynychu cyfarfodydd a chyrsiau fel bo angen 							
Profiad Hanfodol	<ul style="list-style-type: none"> Profiad blaenorol o gydlynu prosiectau Profiad blaenorol o addysg ddigidol Profiad o gefnogi gwelliannau o fewn sefydliad Profiad o fagu perthnasau proffesiynol gyda rhanddeiliaid amrywiol Profiad o gynnal sesiynau hyfforddi o grwpiau o feintiau amrywiol 							
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Parodrwydd i ymgymryd â rhaglen berthnasol Datblygiad Proffesiynol Barhaus fel bo angen.							

Dymunol

Cymwysterau / Hyfforddiant

- Gwybodaeth o addysgeg ddigidol effeithiol

Sgiliau Ymarferol / Personol

- Profiad mewn cynnig hyfforddiant a chefnogaeth TGCh

Job Description

Post Name	e-sgol Sub Leader for South Wales
Service	Schools and Culture
Grade	Soulbury
Spinal Point/s	1
Salary	£40,540
Job Purpose	To assist with the work of expanding the e-sgol project across South Wales. To support new and innovative projects in the digital education sector collaborating with Headteachers, Teachers and Local Authority Officers across South Wales. Responding to new opportunities to further develop e-sgol by offering training and creating supportive resources in the field of hybrid teaching.
Location	Canolfan Rheidol, Aberystwyth Mainly Hybrid
Hours of Work	37 hours a week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	e-sgol Leader for South Wales
Supervisory/Managerial Responsibilities	Immediate management responsibility for any staff directly employed.
Accountability	The post holder will be liable to comply with duties and good practice regarding participation.
Contractual Terms Associated with the Post	Safeguarding and child protection are key priorities for us. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. We and our educational establishments acknowledge that children and young people have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB.
Duties and Responsibilities	
<ul style="list-style-type: none"> • Extending the e-sgol project further in South Wales, collaborating with secondary schools in the area along with providing further ideas in terms of hybrid learning • Leading on new and innovative projects in the field of digital/hybrid Learning • Providing Support and training to e-sgol teachers and learners in South Wales through a mixture of face-to-face and online support along with developing supportive resources • Ensure clear communication, marketing, promotion and involvement of key partners including schools, pupils and parents • Support the collaboration between Primary and Secondary sectors • Put the appropriate infrastructure in place for the project in the secondary sector e.g. timetables, transport, educators and locations • Assist in co-ordinating the curricular provision by working closely with schools and relevant officers • Coordinating hybrid teaching arrangements • Report as necessary to key partners on the progress of the project • Assist in developing and expanding the provision • As one of the terms of your job, you may be required to undertake other duties that correspond to your grade/level. 	
Job Evaluation Post Ref	

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> Degree or Level 5 qualification in a relevant subject 	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> High level of interpersonal oral and written skills as well as communication skills High level of presentation and discussion skills High level of bilingual skills High level of numeracy and literacy Excellent level of IT skills and hybrid teaching Be able to network in a professional and friendly manner with members of the public and partner organisations Skills for building an effective working partnership and a clear commitment to partnership working Understanding of the latest developments in the field of education Sufficiently flexible to work either as an individual or as part of a team in accordance with the requirements of the situation Careful, detailed and orderly approach Be able to collect, interpret and analyse information Be able to reason and solve issues in an analytical manner Be able to communicate and present information for inclusion in strategic reports High level of professionalism Reliable, honest and punctual Enthusiastic, committed and conscientious Be able to manage time effectively, and to organise and prioritise workloads within set deadlines Be able to attend meetings and courses as necessary 	
Required Experience	<ul style="list-style-type: none"> Previous experience of coordinating projects Previous experience of digital education Experience of supporting improvements within an organisation Experience of forming professional relationships with various stakeholders Experience of delivering training to a variety of different audiences 	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> Willingness to undertake a relevant Continuing Professional Development programme as required 	
Desirable		
Qualifications / Training	<ul style="list-style-type: none"> Knowledge of effective digital pedagogy 	
Practical / Personal Skills	<ul style="list-style-type: none"> Experience in providing ICT training and support 	