

Disgrifiad Swydd

Teitl y Swydd	Technegydd Dylunio a Thechnoleg
Cyfeirnod at Ddibenion Gwerthuso Swyddi	
Maes Gwasanaeth	
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Gradd Gweinyddol a Threfniantol 6, Pwyntiau 7-10
Diben y Swydd	<p>Rhoi cefnogaeth ymarferol i aelodau'r Gyfadran Ddylunio yn yr ystafell ddosbarth o ddydd i ddydd (yn enwedig gwaith coed a deunyddiau metel) a darparu amgylchfyd gwaith ddiogel a threfnus.</p> <p>Cefnogi'r Rheolwr Safle gyda gwaith cynnal a chadw cyffredinol pan fydd angen a bod yn ddirprwy iddo pan ei fod yn absennol.</p>
Lleoliad	Ysgol Uwchradd Aberteifi, Park Place, Aberteifi
Oriau Gwaith	32.5 awr yr wythnos
Math o Contract	Parhaol
Hyd y Contract	Agored
Teitl swydd y Rheolwr Llinell Uniongyrchol	Pennaeth y Gyfadran
Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol	N/A
Dyletswyddau a chyfrifoldebau	<p>Cynhالياeth i Athrawon:</p> <ul style="list-style-type: none"> • Creu a chynnal amgylchfyd drefnus, bwrpsol a chynhyrchiol yn y Gyfadran Ddylunio. • Defnyddio a pharatoi offer dylunio/ adnoddau / deunyddiau arbenigol, yn gywir ac amserol • Helpu wrth ddatblygu cynlluniau gwaith a gweinyddu aseiniadau dan reolaeth, taflenni gwaith ayb. • Cyfrannu at gynllunio, datblygu a threfnu systemau/gweithdrefnau/polisiau o fewn y Gyfadran Ddylunio. • Bod yn gyfrifol am gadw cofnodion, data a gwybodaeth, dadansoddi data ac adrodd nôl pan fo'r angen. • Gweithredu rhai elfennau penodol o wersi ymarferol dan arweiniad yr athro. • Hyrwyddo a sicrhau materion iechyd a diogelwch disgyblion bob amser. • Helpu Pennaeth y Gyfadran wrth gofnodi cyrhaeddiad a chynnydd disgyblion yn gywir.

- Gosod cyfleoedd i arbrofi ac ymchwilio i syniadau, offer a deunyddiau fel rhan o'r profiad dysgu.
- Ymchwilio i, datrys problemau a dod o hyd i wybodaeth ychwanegol am ddeunyddiau cyfredol a thechnegau blaengar ym maes Dylunio

Cynnal y Cwricwlwm

- Monitro a rheoli eiddo'r adran o fewn cyllideb benodol, rhestru adnoddau a gwirio stoc trwy archwiliad.
- Trwsio a chynnal a chadw offer arbenigol, gwirio ansawdd / diogelwch, trwsio / addasu offer o fewn gallu'r unigolyn a threfnu bod eraill yn ymgymryd â'r gwaith pan fod angen.
- Arddangos a helpu i ddefnyddio deunyddiau arbenigol mewn ffordd ddiogel ac effeithiol.
- Rhoddi arweiniad a chynghor arbenigol pan fo'r angen
- Rhannu gwybodaeth, profiadau a sgiliau a berthyn i'r gwaith sydd ar y gweill, gan gynnwys paratoi gwaith cyn gwersi.
- Sicrhau bod offer a deunyddiau ar gael cyn y gwersi, gan gynnwys paratoi a gosod offer o flaen llaw.
- Bob yn gyfrifol am ddefnyddio offer yn gywir, cynnal a chadw, diogelu a chadw offer arbenigol a chyffredinol o fewn yr Adran D&T e.e. torrwr laser, torrwr plasma, offer asio etc.
- Cynnal amgylchfyd ddiogel i weithio ynnddi, paratoi ystafelloedd i safon angenrheidiol presennol iechyd a diogelwch, a rheolaethau COSHH
- Cynllunio, cyflenwi ac archebu deunyddiau ac eitemau perthnasol i'r amserlen cynnal a chadw ar sail y rhaglen waith ddyddiol, wythnosol, flynyddol ac achlysurol.
- Bod yn gyfrifol am arddangos y ffordd gywir i ddefnyddio offer yn yr adran D&T i ddisgyblion a staff.

Cynhaliaeth i'r ysgol:

- Cyfathrebu a rhyngweithio gyda staff a disgyblion mewn ffordd a fydd yn hyrwyddo agwedd bositif tuag at ddysgu yn y gyfadran D&T ac ar draws cymuned yr ysgol gyfan.
- Cyfathrebu mewn ffordd briodol gydag ymwelwyr proffesiynol â'r sector, e.e. Arolygwyr, Swyddogion Iechyd a Diogelwch, Cyflenwyr, Masnachwyr ayb.
- Derbyn hyfforddiant sydd yn briodol i'r swydd.
- Help codi setiau llwyfan ar gyfer sioeau ysgol
- Helpu'r Rheolwr Safle gyda gwaith cynnal a chadw.

Atebolrwydd

Manyleb Person

Y cymwysterau academaidd/proffesiynol/ technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	Cymhwyster perthnasol mewn Peirianeg neu Waith Coed Sgiliau rhifedd / llythrennedd/ TGCh da Hyfforddiant benodol mewn Peirianeg neu Waith Coed			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod.			
	Gwrandod/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	4	4	4	Dymunol
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	<p>Gwybodaeth a sgiliau arbenigol o fewn byd peirianeg fel; asio, melynu, twrnio, gwaith gof a ffwrnes, gwaith saer, taflenni metel, cynnal a chadw mecanyddol. Gallu gweithio'n effeithiol fel aelod o dîm, yn annibynnol ac ar eich liwt eich hunan..</p> <p>Y gallu i ryngweithio'n effeithio gyda phobl ifainc ac oedolion.</p> <p>Defnyddio TGCh ac adnoddau arbenigol eraill yn effeithiol.</p> <p>Gwybodaeth gyflawn am bolisiau perthnasol/côd ymarfer a deddfwriaethau'r cyfnod.</p> <p>Y gallu i hunan-werthuso anghenion dysgu a chwilio am gyfleoedd i ddatblygu.</p> <p>Y gallu i weithio fel rhan o dîm, gyda rôl benodol a chyfrifoldebau sydd yn cyfrannu at Gyfadran sydd yn rhedeg yn ddiffwdan, gyda sgiliau cyfathrebu da a gwybodaeth arbenigol.</p> <p>Dangos blaengaredd wrth weithio fel unigolyn, sydd yn ymwybodol o ofynion amserlen addysgu'r, rheolaeth amser, amserlenni a dyddiadau pwysig.</p> <p>Y gallu a'r sgiliau i ddilyn cyfarwyddiadau ac adrodd i Bennaeth y Gyfadran ar faterion a berthyn i'r swydd hon a Chwricwlwm y Gyfadran.</p>			
Profiad sy'n ofynnol ar gyfer y swydd	Profiad ymarferol o weithio ym myd peirianeg ysgafn a gwaith coed			
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Hyfforddiant Cymorth Cyntaf Brys Hyfforddiant Warden Brys			
Sgiliau/cymwysterau dymunol	Fel yr uchod			

Job Description

Post Name	Design and Technology Technician
Job Evaluation Post No	
Service Area	
Grade SCP and salary – subject to Job Evaluation	Administration and Organisation Grade 6 Scale Points 7 – 10
Job Purpose	<p>To provide day to day practical classroom support to the Design and Technology faculty (particularly woodwork and metalwork) and to provide a safe and well-maintained environment.</p> <p>To support the site manager in general maintenance when required and to deputise in his absence.</p>
Location	Ysgol Uwchradd Aberteifi, Park Place, Aberteifi
Hours of Work	32.5 hours per week
Type of Contract	Permanent
Length of Contract	Open
Immediate Line Managers job title	Head of Faculty – Design and Technology
Supervisory/Managerial responsibilities – if applicable	N/A
Duties and responsibilities	<p>Support for the Teacher:</p> <ul style="list-style-type: none"> • To create and maintain a purposeful, orderly and productive working environment in the Design faculty • To ensure timely and accurate design, preparation and use of specialist equipment/resources/materials • To assist in the development of work plans and administration of controlled assignments, work sheets etc. • To contribute to the planning, development and organisation of systems/procedures/policies within the Design faculty • To be responsible for maintaining records, information and data, producing analysis and reports as required • To implement specific elements of practical lessons with pupils under the guidance of the teacher • To promote and ensure the health and safety of pupils at all times • To assist the Head of Faculty with the accurate recording of achievement/progress • To provide opportunities to test and to research ideas, equipment and materials as part of the pupils' learning experience. • To research, problem-solve and source additional information in relation to up to date design and technology techniques, materials etc.

	<p>Support for the Curriculum</p> <ul style="list-style-type: none"> • Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required • To undertake routine repair and maintenance of specialist equipment, checking for quality/safety, undertaking specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others • To demonstrate and assist in the safe and effective use of specialist equipment/materials • To provide specialist advice and guidance as required • To share knowledge, experience and skills related to the topics covered, including preparation of work prior to teaching sessions. • To ensure that all equipment and materials are available for each lesson, including preparing, constructing and setting up equipment required in advance. • To be responsible for the proper use, maintenance, safe keeping and storage of specialist equipment and general equipment within the D&T Department i.e. laser cutter, plasma cutter, welding equipment etc. • To be responsible for maintaining a safe working environment, preparing rooms to current health and safety regulations and standards, and COSHH regulations. • To plan, restock and order materials and items in relation to the maintenance schedule and programme of work on a daily, weekly, termly, annually and ad-hoc basis • To be responsible for the correct demonstration and operation of equipment within the D&T Department for staff and pupils. <p>Support for the school:</p> <ul style="list-style-type: none"> • To communicate and engage with staff and pupils in a positive manner to promote a positive attitude towards the learning experience in the D&T faculty and across the school community • To communicate in an appropriate manner with external sector-related professionals and visitors i.e. Inspectors, H&S Officers, Suppliers, Trades etc. • To undertake training as deemed appropriate to the role. • To help with the construction of the school set for school productions. • To support the Site Manager in building maintenance and schedule.
Accountability	

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	<p>NVQ 3 or equivalent qualification or experience in engineering or woodworking</p> <p>Good numeracy/literacy/ICT skills</p> <p>Specific training in engineering or woodworking</p>			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below.			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	4	4	4	Desirable
Practical/personal skills required for the post	<p>Knowledge and skills within specialist disciplines, such as specialist engineering areas; welding, milling, turning, blacksmith work/furnaces, joinery, sheet-metal and mechanical maintenance.</p> <p>The ability to relate and communicate well with children and adults.</p> <p>Effective use of ICT and other specialist equipment/resources.</p> <p>Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>The ability to work as part of a team, with specific role and responsibility that ensures the effective running of the Faculty with good communication skills and specialist knowledge.</p> <p>The initiative to work alone, with awareness of the teaching timetable, time management, schedules and time scales.</p> <p>The ability and skills to follow instructions and report to the Head of Faculty areas related to the post and Faculty Curriculum.</p>			
Experience required for the post	Practical experience of working in light engineering and woodwork			
Training/education required to be undertaken for the post/worked towards	<p>Emergency First Aid Training</p> <p>Emergency Warden Training</p>			
Desirable Skills/Qualifications	As detailed above			