Disgrifiad Swydd

Teitl y Swydd	Cynghorydd Hyfforddiant – Sgiliau Hanfodol (Llythrennedd)
Gwasanaeth	Dysgu Gydol Oes
Graddfa	Gradd 9
Pwynt/iau Cyflog	24-26
Cyflog	£34, 314 - £36,124 pro rata
Pwrpas y Swydd	Darparu addysgu a hyfforddiant o ansawdd uchel i ddysgwyr sy'n oedolion ar bob lefel a gallu, gan gynnwys rheolwyr a gweithwyr Cyngor Sir Ceredigion, busnesau lleol, gweithwyr addysgu proffesiynol eraill, dysgwyr o sefydliadau eraill a'r gymuned leol.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	18.5 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Dysgu a Sgiliau Ôl-16
Cyfrifoldebau Goruchwylio / Rheoli	N/A
Atebolrwydd	• Cydymffurfio â holl Bolisïau a Gweithdrefnau Cyngor Sir Ceredigion a Dysgu Gydol Oes a Sgiliau. • Cyflawni'r holl ddyletswyddau yn unol â'r Polisi Iechyd a Diogelwch a chyflawni asesiadau risg pan fo hynny'n briodol • Cydymffurfio â chyfrifoldebau unigol a chorfforaethol dan y Ddeddf Diogelu Data ac ar gyfer Diogelu Plant ac Oedolion Agored i Niwed • Ymgymryd â'r cyfrifoldeb dros diwtor a cwrs/personol a chynorthwyo gyda lles, arweiniad, cwnsela ac ymsefydlu dysgwyr, yn ôl y gofyn. • Goruchwylio ac ymgymryd â'r cyfrifoldeb dros brosiectau ymarferol yn fewnol ac yn allanol i Dysgu Bro ac ymweliadau â lleoliadau amgen.
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

- Cynorthwyo wrth adnabod a dadansoddi anghenion dysgu a datblygu dysgwyr ar bob lefel a gweithio i sicrhau y bodlonir gofynion unigol a hyfforddiant.
- Cynllunio rhaglenni dysgu a datblygu a hwyluso dysgu gydag unigolion a grwpiau.
- Asesu mewn ffordd weithredol, adolygu cynnydd a gwerthuso cyfleoedd dysgu a rhoi adborth adeiladol ac arweiniad er mwyn annog dysgu a gwella ansawdd y profiad dysgu i ddysgwyr.
- Cymryd cyfrifoldeb penodol dros ddarparu/cyd-ddarparu hyfforddiant Sgiliau Hanfodol (Llythrennedd) i grwpiau penodol ar bob lefel.
- Darparu hyfforddiant mewn ffordd sy'n hyrwyddo cyfranogiad, cynhwysiant a chyfle cyfartal.

- Cydnabod natur dynamig dysgu a datblygu, a’r angen am ddull gweithredu hyblyg a rhagweithiol er mwn ymgysylltu gydag unigolion a grwpiau mewn ffordd weithredol.
- Darparu gwybodaeth a chyngor ynghylch datrysiadau dysgu priodol a chynnig cymorth hyfforddi a mentora pan fo hynny’n briodol.
- Darparu hyfforddiant ymsefydlu i bob dysgwr newydd er mwyn sicrhau dealltwriaeth lawn o’r holl bolisïau a’r gweithdrefnau perthnasol.
- Paratoi, datblygu adnoddau hyfforddi a diweddaru cynnwys cyrsiau a deunyddiau ac aseiniadau er mwyn sicrhau eu bod yn berthnasol yn y sefyllfa ddysgu ac mewn mentrau cwricwlwm.
- Darparu gwybodaeth ddyddiol i staff gweinyddol am bresenoldeb/diffyg presenoldeb er mwyn sicrhau y caiff cofnodion eu diweddaru’n llawn at ddibenion mecanweithiau monitro ac adrodd.
- Cynrychioli’r llwybr Sgiliau Hanfodol (Llythrennedd) yn ystod cyfarfodydd mewnol ac allanol gan sicrhau bod yr holl gyflogwyr/ arianwyr yn cael eu diweddaru am gynnydd dysgwyr.
- Gweithredu strategaethau addysgu effeithiol am amrywiaeth o gyrsiau a rhaglenni.
- Bod yn esiampl i ddysgwyr/myfyrwyr, gan eu hysbrydoli i gael diddordeb ym y maes cwricwlwm Sgiliau Hanfodol (Llythrennedd).
- Diweddaru gwybodaeth ac arbenigedd proffesiynol pan fo hynny’n briodol er mwyn bod yn ymwybodol o’r datblygiadau diweddaraf o ran arfer a methodoleg addysgu, yn gyffredinol, ac yn y maes cwricwlwm Sgiliau Hanfodol (Llythrennedd).
- Sicrhau amgylchedd dysgu o ansawdd uchel o fewn y maes Sgiliau Hanfodol (Llythrennedd).
- Sicrhau bod pob dysgwr yn cael gweithgareddau cyfoethogi a gwasanaethau cymorth priodol.
- Cynnal gweithgareddau Dilysu Mewnol/Allanol a chydymffurfio gyda phrosesau a systemau ansawdd mewnol.
- Cydweithio gyda chydweithwyr i ddatblygu cyrsiau sy’n briodol er mwyn bodloni anghenion lleol, diwydiannol a masnachol.
- Cysylltu ag amrediad o asiantaethau yn ôl y gofyn, megis lleoliadau dysgwyr/cyflogwyr, gwasanaeth gyrfaoedd ac ysgolion bwydo.
- Cymryd rhan weithredol yn y gweithgareddau marchnata a hyrwyddo.
- Creu deunyddiau hyrwyddo i roi cyhoeddusrwydd i gyrsiau Sgiliau Hanfodol (Llythrennedd) Dysgu Bro.
- Cymryd rhan mewn Diwrnodau Agored a Nosweithiau Rhieni yn ôl y gofyn a chymryd rhan weithredol yn y broses o gyfweld a dethol darpar ddysgwyr.
- Rhoi adborth rheolaidd ac adeiladol i’r Rheolwr Tîm – Dysgu a Sgiliau Ôl-16a rheolwyr eraill yn ôl y gofyn/yn dilyn cais.
- Gweithio gyda’r holl staff i sicrhau bod y Cyngor a’r LLS yn bodloni ei Nodau a’i Amcanion, safonau ansawdd a thargedau perfformio.
- Cadw cofrestrau a dogfennaeth gysylltiedig fanwl yn unol â gweithdrefnau.
- Llenwi a chynnal holl ddogfennaeth ategol pob dysgwr, fel y nodir gan y protocolau perthnasol sy’n ofynnol gan Lywodraeth Cymru ac LLS.
- Bodloni galwadau gweinyddol cyrff dilysu ac arholi.
- Sicrhau cyfle cyfartal wrth ddarparu gwasanaeth a chynnwys cyrsiau
- Gweithredu fel cennad ar gyfer LLS.
- Rhaid bod gennych chi fynediad i’ch cerbyd eich hun ac mae’n rhaid eich bod ar gael i weithio gyda’r hwyr yn ôl y gofyn ac i gydymffurfio â gofynion amserlen sy’n newid.
- Arwain trwy esiampl trwy ddefnyddio cyfarpar diogelu personol sy’n briodol i’r pwnc.
- Bod yn gyfrifol am ddefnydd diogel a chywir, a sicrhau gweithgarwch cynnal a chadw/storio diogel peiriannau, offer a deunyddiau traul/deunyddiau gwerthfawr (pan fo hynny’n berthnasol).
- Ni fwriedir i’r disgrifiad hwn bennu diffiniad llwyr o’r swydd, ond yn hytrach, amlinelliad o’r dyletswyddau.
- Fel un o amodau eich cyflogaeth, efallai y bydd gofyn i chi gyflawni dyletswyddau eraill y gallai fod yn rhesymol gofyn i chi eu cyflawni ac sy’n cyd-fynd â’r lefel/gradd o fewn Dysgu Bro Ceredigion Community Learning.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD1656

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	• Cymhwyster Addysgu Lefel 4/ TAR/ Profiad perthnasol o 4 blynedd o leiaf • Cymhwyster Lefel 3 mewn arbenigedd pwnc • Dyfarniadau Aseswr D32 a D33 neu Ddyfarniad A1. • Aelod o gorff proffesiynol priodol e.e. Cyngor Gweithlu Addysg.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: **Lefel 4** Darllen: **Lefel 3** Ysgrifennu: **Lefel 3**	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: **Lefel 5** Darllen: **Lefel 5** Ysgrifennu: **Lefel 5**	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	• Sgiliau cyflwyno rhagorol • Yn gallu meithrin perthnasoedd gwaith effeithiol ac ymgysylltu dysgwyr • Yn gallu creu amgylchedd dysgu cadarnhaol • Sgiliau llafar/ysgrifenedig rhagorol • Sgiliau rheoli amser rhagorol • Sgiliau rhyngbersonol rhagorol • Sgiliau cyfathrebu rhagorol • Sgiliau trefnu rhagorol • Yn gallu dangos blaengaredd • Dawn ym maes gwaith ymchwil • Yn gallu rheoli eich amser yn effeithiol a blaenoriaethu eich llwyth gwaith • Yn gallu gweithio mewn ffordd annibynnol ond hefyd, gweithio mewn tîm • Sgiliau TG rhagorol • Yn gallu addysgu mewn ffordd effeithiol er mwyn delio â lefelau gallu gwahanol. • Yn gallu teithio • Trwydded yrru lân a mynediad i gar	
Profiad Hanfodol	Profiad masnachol / diwydiannol priodol sydd wedi'i brofi ac sy'n cyd-fynd ag anghenion y Diwydiant Sector heddiw	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Cyflawni dysgu, hyfforddiant a datblygiad sy'n berthnasol i'r rôl. • Disgwylir i chi gwblhau'r holl raglenni hyfforddiant ac e-ddysgu gorfodol sy'n berthnasol i holl staff y Cyngor. • Cynnal sgiliau cyfredol mewn arfer hyfforddiant a darpariaeth	

Dymunol	
Cymwysterau / Hyfforddiant	• Dyfarniad Gwiriwr Mewnol (IQA neu V1) Lefel 4.
Sgiliau Ymarferol / Personol	• Cymwysterau Iechyd a Diogelwch. • Dyfarniad Cymorth Cyntaf. • Cymwysterau Iechyd a Lles.

Job Description

Post Name	Training Advisor – Essential Skills (Literacy)
Service	Lifelong Learning
Grade	Grade 9
Spinal Point/s	24 - 26
Salary	£34, 314- £36,124 pro rata
Job Purpose	To provide high quality teaching and training to all levels and abilities of adult learners, including managers and employees of Ceredigion County Council, local businesses, other teaching professionals, learners from other organisations and the local community.
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	18.5 hours per week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Team Manager – Post-16 Learning and Skills
Supervisory/Managerial Responsibilities	N/A
Accountability	• To comply with all Ceredigion County Council and Lifelong Learning & Skills Policies and Procedures. • To undertake all duties in line with the Health & Safety Policy and undertake risk assessments as appropriate • To comply with individual and corporate responsibilities under the Data Protection Act and for Child Safeguarding and Vulnerable Adults • To take responsibility for course/ personal tutorship and assist with the welfare, guidance, counselling and induction of learners, as required. • To oversee and take responsibility for practical projects both internal and external to Dysgu Bro and visits to alternative venues. • Responsibility for mobile phone and laptop
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

- To assist in the identification and analysis of the learning and development needs for learners of all levels and work to ensure that individual and training requirements are met.
- To design learning and development programmes and facilitate learning with individuals and groups.
- Actively assess, review progress and evaluate learning opportunities and provide constructive feedback and guidance to encourage learning and improve the quality of the learning experience for learners.
- To take specific responsibility for delivering/co-delivery of Essential Skills (Literacy) for specific groups at all levels.

- To deliver training in a manner which promotes participation, inclusivity and equal opportunities.
- To recognise the dynamic nature of learning and development, and the need for flexible and proactive approach to actively engage with individuals and groups.
- Provide information and advice on appropriate learning solutions and offer coaching and mentoring support where appropriate.
- Deliver induction training for all new learners to ensure full understanding of all relevant policies and procedures.
- To prepare, develop training resources and update course content and materials and assignments to ensure relevance in the learning situation and curriculum initiatives.
- Provide daily information to administrative staff on attendances/non-attendance to ensure records are fully updated for the purpose of monitoring and reporting mechanisms.
- To represent the Essential Skills (Literacy) route at internal and external meetings ensuring all employers/funders are updated on progress of learners.
- To implement effective teaching strategies on a variety of courses and programmes.
- Be a role model for learners/students, inspiring them to be actively interested in the curriculum area of Essential Skills (Literacy) and the wider curriculum.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of Essential Skills (Literacy).
- Ensuring a high-quality learning environment within Essential Skills (Literacy) area.
- To ensure that all learners receive appropriate enrichment activities and support services.
- To carry out Internal/External Verification activities and comply with the internal quality systems and processes.
- To work with colleagues to develop courses as appropriate to meet local, industrial and commercial needs.
- To liaise with a range of agencies as required, such as learner placements/employers, career service, job centres.
- To actively participate in the marketing and promotional activities.
- Create promotional materials to publicise Dysgu Bro Essential Skills (Literacy) courses
- To participate in Open Days/evenings and other events as requested and to actively participate in the interview and selection process of prospective learners.
- To provide regular and constructive feedback to the Team Manager – Post-16 Learning and Skills and other managers as required/ requested.
- To work with all staff to ensure that the Council and LLS meet its Aims and Objectives, quality standards and performance targets.
- To maintain accurate registers and associated documentation in line with procedures.
- To complete and maintain all learner supporting documentation as stipulated by the relevant protocols required by the Welsh Government and LLS.
- To meet the administrative demands of validating and examining bodies.
- To ensure equality of opportunity in service delivery and course content
- To act as an ambassador for LLS.
- Must have access to own vehicle and be available to work evenings as required and to comply with changing timetable requirements.
- Lead by example in the use of personal protective equipment appropriate to the subject.
- To be responsible for the safe and proper use of, ensure maintenance/safe secure storage of high value machinery, equipment and consumables/materials (if relevant).
- This description is not intended to establish a total definition of the job, but an outline of the duties.
- As a term of your employment, you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in Dysgu Bro Ceredigion Community Learning.

Job Evaluation Post Ref	JD1656

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	• Level 4 Teaching Qualification / PGCE / Relevant experience of at least 4 years • Level 3 qualification in subject specialism • Assessor Awards D32 & D33 or A1 Award (desirable) • Membership of an appropriate professional body e.g. Education Workforce Council.	
Welsh Linguistic Skills	Listening/Speaking: **Level 4** Reading: **Level 3** Writing **Level 3**	The Welsh linguistic skills noted must be attained within two years of 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	• Excellent presentation skills • Ability to develop effective working relationships and engage learners • Ability to create a positive learning environment • Excellent oral/written skills • Excellent time management skills • Excellent interpersonal skills • Excellent communication skills • Good organisational skills • Able to use and take initiative • Aptitude for research • Manage own time effectively and prioritise own workload • Ability to work independently but also to work within a team • Excellent IT skills • Ability to deliver teaching effectively to accommodate different levels of ability. • Ability to travel • Clean driving licence and access to a car	
Required Experience	• Appropriate industry / commercial experience that is proven and up to date with the needs of today's Sector Industry	
Training/education required to be undertaken for the post/worked towards	• Undertake learning, training and development relevant to the role. • Will be expected to complete all mandatory training and eLearning programmes applicable to all Council staff. • Maintain currency in training practice and delivery	

Desirable	
Qualifications / Training	• Internal Verifier Award (IQA or V1) Level 4.
Practical / Personal Skills	• Health and Safety qualification. • First Aid Award. • Health and Wellbeing qualifications.