

Disgrifiad Swydd

Teitl y Swydd	Ymgynghorydd Ymweliadau Addysgol
Cyfeirnod at Ddibenion Gwerthuso Swyddi	N/A
Maes Gwasanaeth	Pobl a Threfniadaeth – Tîm Iechyd a Diogelwch
Gradd SCP a chyflog – Diben y Swydd	Soulbury SC8: £51,125 pro rata Cefnogi'r Cyngor I gyflawni ei gyfrifoldebau statudol ynghylch asesu a rheoli ymweliadau addysgol oddi ar y safle ac ymweliadau addysgol a ddarperir i bobl ifanc. Darparu hyfforddiant i uwch staff, meysydd gwasanaeth ac ymweld ag arweinwyr ar y broses gynllunio a chymeradwyo wrth gynllunio a chyflwyno ymweliadau.
Lleoliad	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	Achlysurol
Math o Contract	Achlysurol
Hyd y Contract	Achlysurol
Teitl Swydd y Rheolwr Llinell Uniongyrchol	Rheolwr Iechyd a Diogelwch
Cyfrifoldebau Goruchwylio / Rheoli – os ydyw'n berthnasol	Ddim yn berthnasol
Dyletswyddau a Chyfrifoldebau	- Sicrhau bod yr All yn bodloni ei chyfrifoldebau cyfreithiol statudol ar gyfer ymweliadau addysgol oddi ar y safle. - Darparu cyngor arbenigol ar asesu risg a rheoli ymweliadau addysgol gan gynnwys gweithgareddau antur, teithiau ac ymweliadau tramor - Monitro safonau rheoli Iechyd a Diogelwch mewn gweithgareddau oddi ar y safle ac ymweliadau addysgol, gan gynnwys arsylwi gweithgareddau ac ymweliadau. - Gweithio gyda phenaethiaid a swyddogion allweddol i nodi a hyfforddi Cydlynnydd Ymweliadau Addysgol (EVC) - Gweithio gyda'r Tîm Iechyd a Diogelwch i fonitro gwaith EVCs ac ymweld ag arweinwyr ledled y Cyngor. - Sicrhau bod pob ymweliad a gweithgaredd yn cadw at bolisiâu Iechyd a diogelwch y Cyngor a chanllawiau rheoleiddio. - Cyflawni rôl gymeradwyo'r All ar gyfer categorïau penodol o ymweliadau addysgol, gan ddefnyddio a chynnal goruchwyliaeth o'r system EVOLVE. - Gweithredu fel y cynrychiolydd enwebedig o fewn Panel Cynghorwyr Addysg Awyr Agored Cymru
Atebolrwydd	Atebolrwydd i'r Rheolwr Tîm Iechyd a Diogelwch

Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	Wedi'i addysgu i lefel gradd neu 3 blynedd o brofiad mewn maes perthnasol. Cymeradwyodd Panel Cyngorwyr Addysg Awyr Agored Cymwys (OEAP) hyfforddwr Ymweliadau Addysgol. Cymwys ac OEAP wedi'i gymeradwyo mewn hyfforddwr Rheoli Argyfyngau Ymweliadau Oddi ar y Safle a ymweliwr arweinydd			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod. <i>*Noder: Bydd <u>gofyn</u> i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg o fewn 2 flynedd o gael ei benodi os nad ydyw eisoes yn siarad Cymraeg.</i>			
	Gwrando/ Siarad	Darllen	Ysgrifennu	
Cymraeg (Lefelau Fframwaith ALTE)	3	3	3	Hanfodol*
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	Sgiliau cyflwyno / cyfathrebu rhagorol, ysgrifenedig a llafar Gwybodaeth a dealltwriaeth o ddeddfwriaeth a chanllawiau lechyd a Diogelwch mewn perthynas ag ymweliadau addysgol a dysgu yn yr awyr agored yng Nghymru Yn gallu defnyddio systemau TGCh perthnasol sy'n ofynnol ar gyfer y rôl swydd Gwybodaeth am yr anawsterau ymarferol sy'n wynebu grwpiau sefydliadau addysgol ym mhob lleoliad neu amgylchedd Gwybodaeth a dealltwriaeth o dueddiadau cyfredol mewn addysg awyr agored. Dangos ymrwymiad cryf i ddysgu awyr agored o ansawdd uchel a'i berthnasedd i ddatblygiad pobl ifanc Ymatebol a hyblyg i ofynion a blaenoriaethau sy'n newid Sgiliau rheoli amser a sefydliadol rhagorol. Yn gallu defnyddio a chymryd menter. Rheoli amser eich hun yn effeithiol a blaenoriaethu llwyth gwaith eich hun. Trwydded yrru lawn, mynediad at gar a'r gallu i deithio. Yn gallu cyflawni gwaith awyr agored mewn perthynas â monitro a darparu hyfforddiant ar gyfer Gweithgareddau Awyr Agored ac Ymweliadau Addysgol Cynnal ystod eang o Wobrau Corff Llywodraethu Cenedlaethol mewn Gweithgareddau Awyr Agored yn seiliedig ar ddŵr a thir			
Profiad sy'n ofynnol ar gyfer y swydd	Tystiolaeth o ddatblygiad proffesiynol parhaus Cyfranogiad proffesiynol sylweddol mewn gweithgareddau awyr agored ac anturus neu addysg amgylcheddol, yn enwedig yn y sector addysgol, fel addysgwr awyr agored Profiad sylweddol o drefnu ac			

	arwain ymweliadau addysgol (ysgol) a gweithgareddau awyr agored Cymwys a phrofiadol wrth ddarparu cyrsiau hyfforddi effeithiol i oedolion mewn gweithgareddau awyr agored Cymhwysedd profedig mewn rheoli risg mewn addysg awyr agored / ymweliadau addysgol
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Bydd disgwyl iddo gwblhau'r holl hyfforddiant ac e-ddysgu gorfodol sy'n berthnasol i holl staff y Cyngor. Ymgymryd â digwyddiadau hyfforddi'r hyfforddwr a hyfforddi yn ôl yr angen Cynnal cymhwysedd galwedigaethol ac cyfredol yn ymarferol.
Sgiliau/cymwysterau dymunol	Cymwysterau mewn amrywiaeth o weithgareddau awyr agored arbenigol e.e. Ogofa / mwyngloddiau, beicio mynydd, gweithgareddau dŵr / chwaraeon Gwybodaeth am gwricwlwm ysgolion Cymru Statws Ymarferydd Achrededig mewn maes perthnasol e.e. ar gyfer LPIOL/ APIOL

Job Description

Post Name	Educational Visit Adviser
Job Evaluation Post No	N/A
Service Area	People & Organisation – Health & Safety Team
Grade SCP and salary	Soulbury Scale point 8: £51,125 pro rata
Job Purpose	To support the Council to meet its statutory responsibilities regarding the assessment and management of off-site and educational visits provided to young people. Deliver training to senior staff, service areas and visit leaders on the planning and approval process when planning and delivering visits.
Location	Canolfan Rheidol, Aberystwyth
Hours of Work	Casual
Type of Contract	Casual
Length of Contract	Casual
Immediate Line Managers job title	Health and Safety Manager
Supervisory/Managerial responsibilities – if applicable	N/A
Duties and responsibilities	• Ensure the LA meets its statutory legal responsibilities for off-site and educational visits • Provide specialist advice on risk assessment and management of educational visits including adventure activities, trips and overseas visits • To monitor standards of Health and Safety management in off-site activity and educational visits, including observing activities and visits. • To work with Headteachers and key officers to identify and train Educational Visit Coordinator (EVC) • To work with the Health and Safety Team to monitor the work of EVCs and visit leaders across the Council. • Ensure all visits and activities adhere to Council health and safety policies and regulatory guidance. • To fulfil the LA's approval role for specified categories of educational visits using and maintaining oversight of the EVOLVE system. • To act as the nominated representative within the Outdoor Education Advisers' Panel Cymru
Accountability	Accountable to the Health and Safety Manager

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	Educated to degree level or 3 years' experience in relevant field. Qualified Outdoor Education Advisers Panel (OEAP) approved Educational Visits trainer. Qualified and OEAP approved in Managing Offsite Visit Emergencies and Visit Leader trainer			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate <u>will be required</u> to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	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	Excellent presentation / communication skills, both written and oral Knowledge and understanding of Health and Safety legislation and guidance in relation to educational visits and outdoor learning in Wales Capable of using relevant ICT systems required for the job role Knowledge of the practical difficulties facing educational establishment groups in all venues or environments Knowledge and understanding of current trends in outdoor education. Demonstrate strong commitment to high quality outdoor learning and its relevance to young people's development Responsive and flexible to changing demands and priorities Excellent time management and organisational skills. Able to use and take initiative. Manage own time effectively and prioritise own workload. Full driving license, access to a car and ability to travel. Able to carry out outdoor work in relation to the monitoring of and provision of training for Outdoor Activities and Educational Visits Hold a broad range of water and land based National Governing Body Awards in Outdoor Activities			
Experience required for the post	Evidence of continuous professional development Significant professional involvement in outdoor and adventurous activity or environmental education, particularly in the educational sector, as an outdoor educator Significant experience of organising and leading educational (school) visits and outdoor activities			

	Competent and experienced at delivering effective training courses for adults in outdoor activities Proven competence in risk management in outdoor education / educational visits
Training/education required to be undertaken for the post/worked towards	Will be expected to complete all mandatory training and e learning applicable to all Council staff. To undertake Train the Trainer and training events as required To maintain occupational competency and currency in practice.
Desirable Skills/Qualifications	Qualifications in a variety of specialist outdoor activities e.g. Caving/ mines, mountain biking, water activities/ sports Knowledge of the School Curriculum for Wales Accredited Practitioner status in relevant field e.g. for LPIOL/ APIOL