

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	13 awr yr wythnos
Math o Gontract	Parhaol
Hyd y Contract	Agored
Teitl swydd y Rheolwr Llinell Uniongyrchol	Pennaeth y Gyfadran
Cyfrifoldebau Goruchwylio / 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/polisiâu 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 chynngor 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 positif 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.
- Derbyng hyfforddiant sydd yn briodol i'r swydd.

	<ul style="list-style-type: none">▪ 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.			
	Gwrando/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	4	1	1	Dymunol
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	<ul style="list-style-type: none"> Gwybodaeth a sgiliau arbenigol o fewn byd peirianeg fel; asio, melynu, twrnio, gwaith gof a ffwrnes, gwaith saer, tafleni metel, cynnal a chadw mecanyddol. Y gallu i ryngweithio'n effeithio gyda phobl ifainc ac oedolion. Defnyddio TGCh ac adnoddau arbenigol eraill yn effeithiol. Gwybodaeth gyflawn am bolisïau perthnasol/côd ymarfer a deddfwriaethau'r cyfnod. Y gallu i hunan-werthuso anghenion dysgu a chwilio am gyfleoedd i ddatblygu. 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. Dangos blaengaredd wrth weithio fel unigolyn, sydd yn ymwybodol o ofynion amserlen addysgu'r, rheolaeth amser, amserlenni a dyddiadau pwysig. 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. 			

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	13 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.

Support for the Curriculum

- 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.

Support for the school:

- 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.

	<ul style="list-style-type: none">▪ 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	NVQ 3 or equivalent qualification or experience in engineering or woodworking Good numeracy/literacy/ICT skills Specific training in engineering or woodworking			
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	1	1	Desirable
Practical/personal skills required for the post	<ul style="list-style-type: none"> Knowledge and skills within specialist disciplines, such as specialist engineering areas; welding, milling, turning, blacksmith work/furnaces, joinery, sheet-metal and mechanical maintenance. The ability to relate and communicate well with children and adults. Effective use of ICT and other specialist equipment/ resources. Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation. Ability to self-evaluate learning needs and actively seek learning opportunities. 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. The initiative to work alone, with awareness of the teaching timetable, time management, schedules and time scales. The ability and skills to follow instructions and report to the Head of Faculty areas related to the post and Faculty Curriculum. 			
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	Emergency First Aid Training Emergency Warden Training
Desirable Skills/Qualifications	As detailed above