Disgrifiad Swydd

Teitl y Swydd	Tiwtor Drymiau/Offer Taro
Gwasanaeth	Dysgu Gydol Oes
Graddfa	Solbury Gradd 1
Pwynt/iau Cyflog	
Cyflog	£42,884 pro rata
Pwrpas y Swydd	Hyfforddi a hyrwyddo manteision dysgu’r drymiau/offer taro a'r mwynhad o chwarae'r offeryn yn unigol ac o fewn grŵp.
Lleoliad Gwaith Cytundebol	Campws Felinfach. Bydd disgwyl i’r deilydd deithio i ysgolion ar draws y Sir.
Oriau Gwaith	7.4
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Gwasanaeth Cerdd Ceredigion
Cyfrifoldebau Goruchwylio / Rheoli	
Atebolrwydd	Rheolwr Gwasanaeth Cerdd Ceredigion
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

- Bod yn diwtor sy’n sicrhau fod Gwasanaeth Cerdd Ceredigion yn darparu hyfforddiant cerddorol rhagorol i'r disgyblion
- Sicrhau cynnydd disgyblion unigol neu grwpiau o ddisgyblion yr ydych yn gyfrifol amdanynt
- Darparu cefnogaeth ac arweiniad i ddisgyblion o fewn arbenigedd cerddorol arbennig
- Cofnodi cynnydd cerddorol a'r camau nesaf i'r disgyblion
- Cyfathrebu yn effeithiol gyda chydweithwyr, y Rheolwr Cerddoriaeth a gweithwyr y Cyngor a Gwasanaethau Ysgolion
- Cyflawni dyletswyddau sy'n berthnasol i lwyfannu digwyddiadau cerddorol megis ensemblau a cherddorfeydd
- Sicrhau bod ystod eang o randdeiliaid yn gallu elwa o brofiadau cerddorol
- Gyda diddordeb i berfformio fel rhan o daith staff o amgylch ysgolion
- Gyda diddordeb i gymryd rhan mewn unrhyw ddigwyddiadau datblygiad proffesiynol
- Parchu ac ymgysylltu'n gadarnhaol â disgyblion bob amser
- Cyfrannu'n weithredol ac yn gadarnhaol at ddatblygiad y gwasanaeth cerdd
- Cydymffurfio â'r holl weithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd a diogelu data, gan adrodd am unrhyw bryderon fel y bo'n briodol
- Ymgymryd â dyletswyddau eraill sy'n rhesymol ac sy'n gymesur â'ch gradd/lefel yn yr Awdurdod

Cyfeirnod at Ddibenion Gwerthuso Swyddi	

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Diploma perfformio a/neu brofiad o chwarae yn broffesiynol.
Sgiliau Ieithyddol Cymraeg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **Gwrando a Siarad** **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgyrsiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. **Sgiliau Darllen** **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaithSgiliau Ysgrifennu **Sgiliau Ysgrifennu** **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau Ieithyddol Saesneg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **Gwrando a Siarad** **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif **Sgiliau Darllen** **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. **Sgiliau Ysgrifennu** **Lefel 5:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod**.**
Sgiliau Ymarferol / Personol	• Y gallu i ddangos brwdfrydedd a sicrhau ymrwymiad y disgyblion. • Sgiliau cyfathrebu clir.
Profiad Hanfodol	

Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Diploma perfformio a/neu brofiad o chwarae yn broffesiynol.
Sgiliau Ymarferol / Personol	• Yn gallu ysgogi eich hun ac yn gallu blaenoriaethu eich amser gwaith yn effeithiol. • Dangos parodrwydd i gymryd rhan mewn cyfleoedd Datblygiad Proffesiynol. • Parodrwydd i deithio Sir wledig.

Job Description

Post Name	Drums/Percussion Tutor
Service	Schools, Lifelong Learning & Culure
Grade	Solbury Grade 1
Salary	£42,884 pro rata
Job Purpose	To provide tuition and to promote the benefits of learning the harp and the enjoyment of playing the instrument individually and within a group.
Contractual Work Location/Base	Felinfach Campus. The tutor will be expected to travel to various schools across the County.
Hours of Work	7.4
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Music Service Manager
Supervisory/Managerial Responsibilities	
Accountability	Music Service Manager
Contractual Terms Associated with the Post	This post is subject to an Enhanced Child DBS check, including a check against the Children's Barred List.

Duties and Responsibilities

- Be a music tutor working for Ceredigion Music Service and provide excellent musical training for pupils
- Ensure the progress of individual pupils or groups of pupils for whom you are responsible
- Provide support and leadership to pupils within a particular musical specialism.
- Record the musical progress and the next steps for pupils
- Effective communication with co-workers, the Music Manager and employees of the Council and Schools Services
- Ensure effective preparation and arrangements for any external music exams
- Carry out duties relevant to the staging of musical events such as ensembles and orchestras
- Available to perform in the staff tour of schools
- Available to participate in any professional development events
- To respect and positively engage with pupils at all times
- Actively and positively contribute to the development of the music service
- Comply with all procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting any concerns as appropriate
- To undertake such other duties as may reasonably be required of you commensurate with your grade/level in the Authority

Job Evaluation Post Ref	

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Hold a recognised musical qualification.
Welsh Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **Listening & Speaking** **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to English for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to English for technical or specialist terms. **Reading Skills** **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. **Writing Skills** **Level 3:**Can write informal messages and reports for internal use.
English Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **Listening & Speaking** **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. **Reading Skills** **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. **Writing Skills** **Level 5:** Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
Practical and personal skills	• Ability to demonstrate enthusiasm and ensure pupils' commitment. • Clear communication skills.
Required Experience	
Training/education required to be undertaken for the post/worked towards	

Desirable Requirements	
Qualifications / Training	Performance diploma and / or experience of playing in the profession.
Practical / Personal Skills	• Self motivated and can prioritise own work time effectively. • Demonstrates a willingness to engage in Professional Development opportunities. • Willingness to travel in a rural County.