

**JOB DESCRIPTION**

### Post: Learning Assistant

**Responsible to: Deputy Director**

**Grade:** **Business Support Scale Points 10 - 13**

**Main Purpose of Job:**

* To provide learning support for students on college programmes who have additional learning needs

**Principal Accountabilities & Specific Duties:**

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|  | To provide students with learning difficulties, physical disabilities or sensory impairments with educational & practical support in the classroom, on college organised external visits and within other outreach centres when required. |
|  | To provide support to individual or groups of students who may require additional assistance during break and lunch times or to access transport arrangements. |
|  | To assist with the provision of access arrangements for assessment activities and examinations. |
|  | To maintain records detailing support provision for learners and to submit to Additional Support Coordinator at agreed intervals. |
|  | To liaise with the Additional Support Coordinator, zoned Study Skills tutor and teaching staff to ensure delivery of an effective service. |
|  | To attend team meetings, Programme Area & Directorate meetings when required. |
|  | To undertake appropriate staff development in order to maintain and develop appropriate knowledge and skills with particular reference to the use of IT. |
|  | To be aware of Equality and Diversity legislation and likely issues which may arise. |
|  | To be aware of Date Protection and Confidentiality legislation and to ensure information relating to learners and staff is only disclosed to college personnel when required. |
|  | To be aware of Safeguarding procedures and the PREVENT programme; to adhere to the college system and undertake required training. |
|  | To implement and adhere to college quality systems and procedures |
|  | To undertake any other appropriate duties relating to this position as specified by the college. |

**Key Relationships:**

The post holder will need to form effective and co-operative working relationships with:

* Course Lecturers & Study Skills Tutors
* Learning Support Team
* Student Services
* Other staff and other external agencies as appropriate

The post holder will be expected to be proactive in his/her own Continuous Professional Development (CPD), and to demonstrate a flexible approach as set out in the terms and conditions of service for business support staff.

Coleg Cambria conditions of service for business support grade staff will apply.

*Note: This Job Description is accurate as at the date shown below. In consultation with the post holder it may be varied to reflect changes in the job.*

Signed: ....................................................... POSTHOLDER

Date: .........................................................

Signed:

.......................................................

Human Resources Manager

Date: .........................................................

#### PERSON SPECIFICATION FOR POST OF: Learning Assistant

**Code: WA = Written Application GD = Group Discussion WE = Written Exercise**

**I = Interview(s) P = Presentation T = Tests**

**Notes:** 1. Not all of the above means of assessment will be used for every post; those that can be used for this post are marked with an \*.

1. The College will wish to see the originals of, and take copies of, Qualifications marked as ‘Essential’.

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| **Criterion** | **Importance** | | **Will Be Assessed by Reference To:** | | | | | |
|  | Essential | **Desirable** | **WA\*** | **I\*** | **GD\*** | **P\*** | **WE\*** | **T\*** |
| **Qualifications:** |  |  |  |  |  |  |  |  |
| Educated to GCSE standard in English and Maths grade C or above |  |  |  |  |  |  |  |  |
| Qualifications relevant to support required BSL Sign Language, Dyslexia qualification |  |  |  |  |  |  |  |  |
| First Aid Certificate (or willing to work towards) |  |  |  |  |  |  |  |  |
| C&G Certificate in Adult Learner Support |  |  |  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |  |  |  |
| Experience of working with people with learning difficulties or disabilities (this could apply to personal circumstances also) |  |  |  |  |  |  |  |  |
| Experience of providing support in a classroom or similar setting |  |  |  |  |  |  |  |  |
| **Knowledge & Skills** |  |  |  |  |  |  |  |  |
| Excellent communication and interpersonal skills |  |  |  |  |  |  |  |  |
| Awareness of Equal Opportunities & Diversity issues |  |  |  |  |  |  |  |  |
| Understanding of general support needs for students with learning difficulties and/or disabilities |  |  |  |  |  |  |  |  |
| **Personal Characteristics** |  |  |  |  |  |  |  |  |
| Able to work well in a team |  |  |  |  |  |  |  |  |
| Pro-active and self-motivated |  |  |  |  |  |  |  |  |
| Able to deal with all levels of staff and students |  |  |  |  |  |  |  |  |
| Able to respond to change in a positive manner |  |  |  |  |  |  |  |  |
| Creative and flexible |  |  |  |  |  |  |  |  |
| Able to communicate through the medium of Welsh |  | ✓ | ✓ | ✓ |  |  |  |  |
| Demonstrates an empathy with the Welsh culture | ✓ |  | ✓ | ✓ |  |  |  |  |
| Demonstrates a commitment to Equality and Diversity | ✓ |  | ✓ | ✓ |  |  |  |  |



**DISGRIFIAD SWYDD**

### Swydd: Cymhorthydd Dysgu

**Yn atebol i’r :** Dirprwy Gyfarwyddwr

**Graddfa:** **Graddfa Cymorth Busnes Pwyntiau 10 - 13**

**Prif Bwrpas y Swydd:**

* Darparu cymorth dysgu i fyfyrwyr sy’n dilyn rhaglenni’r coleg sydd ag anghenion dysgu ychwanegol.

**Prif Gyfrifoldebau a Dyletswyddau Penodol:**

|  |  |
| --- | --- |
|  | Darparu cymorth addysgol ac ymarferol yn y dosbarth i fyfyrwyr sydd ag anawsterau dysgu, anableddau corfforol neu nam ar y synhwyrau, ar deithiau allanol a drefnwyd gan y coleg ac mewn canolfannau allanol eraill yn ôl y galw. |
|  | Darparu cymorth i unigolion neu i grwpiau o fyfyrwyr sydd angen cymorth ychwanegol arnynt efallai yn ystod amser egwyl ac amser cinio neu sydd angen cymorth gyda threfniadau cludiant. |
|  | Cynorthwyo gyda threfniadau mynediad i weithgareddau asesu ac arholiadau. |
|  | Cadw cofnodion yn nodi darpariaeth cymorth ar gyfer dysgwyr a’u cyflwyno i’r Cydlynydd Cymorth Ychwanegol ar adegau y cytunwyd arnynt |
|  | Cysylltu â’r Cydlynydd Cymorth Ychwanegol, tiwtor Sgiliau Astudio a staff addysgu i sicrhau darpariaeth gwasanaeth effeithiol. |
|  | Mynd i gyfarfodydd tîm, cyfarfodydd Rhaglen Maes a’r Gyfarwyddiaeth yn ôl y galw. |
|  | Ymgymryd â datblygiad staff addas er mwyn cynnal a datblygu gwybodaeth a sgiliau priodol a defnyddio TG yn arbennig. |
|  | Gwybod am ddeddfwriaeth Cydraddoldeb ac Amrywiaeth a materion tebygol allai godi. |
|  | Gwybod am ddeddfwriaeth Diogelu Data a Chyfrinachedd a sicrhau mai dim ond i staff y coleg yn unig y bydd gwybodaeth am fyfyrwyr a staff yn cael ei datgelu yn ôl y gofyn. |
|  | Gwybod am weithdrefnau Diogelu yn ogystal â’r rhaglen ‘PREVENT’; gan gadw at system y coleg ac ymgymryd â hyfforddiant gofynnol |
|  | Gweithredu a chadw at systemau a gweithdrefnau ansawdd y coleg. |
|  | Ymgymryd ag unrhyw ddyletswyddau priodol eraill sy’n berthnasol i’r swydd hon fel y nodir gan y coleg. |

**Prif Berthnasoedd:**

Bydd gofyn i ddeiliad y swydd feithrin perthnasoedd gwaith effeithiol a chydweithredol â:

• Darlithwyr Cyrsiau a Thiwtoriaid Sgiliau Astudio

• Tîm Cymorth Dysgu

• Gwasanaethau Myfyrwyr

• Staff eraill ac asiantaethau allanol eraill fel bo’n briodol

Bydd disgwyl i ddeiliad y swydd fod yn rhagweithiol yn ei D/Ddatblygiad Proffesiynol Parhaus (CPD) ei hun ac i ddangos ymagwedd hyblyg fel y nodir yn nhelerau ac amodau gwasanaeth ar gyfer staff cymorth busnes.

Bydd amodau gwasanaeth Coleg Cambria ar gyfer staff cymorth busnes yn berthnasol i’r swydd hon

*Sylwer: Mae’r Disgrifid Swydd hwn yn gywir ar y dyddiad a nodwyd isod. Gellir ei newid i gyd-fynd â newidiadau yn y swydd, trwy ymgynghori â deiliad y swydd.*

Llofnodwyd:

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DEILIAD Y SWYDD

Dyddiad: .........................................................

Llofnodwyd:

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RHEOLWR ADNODDAU DYNOL

Dyddiad: .........................................................

#### MANYLEB YR UNIGOLYN AR GYFER SWYDD: Rheolwr Cymorth Dysgu

**Cod: CY = Cais Ysgrifenedig TG = Trafodaeth Grŵp YY = Ymarfer Ysgrifenedig**

**CF = Cyfweliad(au) CL = Cyflwyniad P = Profion**

**Nodiadau:** 1. Ni fyddwn yn defnyddio pob un o’r dulliau asesu uchod gyfer pob swydd; nodwyd dulliau asesu’r swydd hon â \*.

2. Bydd y Coleg yn dymuno gweld tystysgrifau gwreiddiol y cymwysterau y nodwyd eu bod yn ‘hanfodol’, a gwneud copïau ohonynt

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meini Prawf** | ***Pwysigrwydd*** | | ***I’w hasesu trwy gyfeirio at:*** | | | | | |
|  | ***Hanfodol*** | ***Dymunol*** | ***CY\**** | ***CF\**** | ***TG\**** | ***CL\**** | ***YY\**** | ***P\**** |
| **Cymwysterau** |  |  |  |  |  |  |  |  |
| Wedi derbyn addysg hyd at safon TGAU gradd C neu’n uwch mewn Saesneg a Mathemateg |  |  |  |  |  |  |  |  |
| Gyda chymwysterau perthnasol i ddarparu cymorth ar gyfer Iaith Arwyddion BSL, cymhwyster Dyslecsia |  |  |  |  |  |  |  |  |
| Tystysgrif Cymorth Cyntaf (neu’n fodlon gweithio tuag at hynny) |  |  |  |  |  |  |  |  |
| Tystysgrif C&G Mewn Cymorth Dysgu i Oedolion |  |  |  |  |  |  |  |  |
| **Profiad** |  |  |  |  |  |  |  |  |
| Profiad o weithio gyda phobl sydd ag anawsterau dysgu neu anableddau (gallai hyn fod yn berthnasol i amgylchiadau personol hefyd) |  |  |  |  |  |  |  |  |
| Profiad o ddarparu cymorth mewn ystafell ddosbarth neu leoliad tebyg |  |  |  |  |  |  |  |  |
| **Gwybodaeth a Sgiliau** |  |  |  |  |  |  |  |  |
| Sgiliau cyfathrebu a rhyngbersonol gwych |  |  |  |  |  |  |  |  |
| Yn gwybod am faterion Cyfle Cyfartal ac Amrywiaeth |  |  |  |  |  |  |  |  |
| Deall anghenion cymorth cyffredinol ar gyfer myfyrwyr sydd ag anawsterau dysgu ac/neu anableddau. |  |  |  |  |  |  |  |  |
| **Nodweddion Personol** |  |  |  |  |  |  |  |  |
| Gallu gweithio’n dda fel aelod o dîm |  |  |  |  |  |  |  |  |
| Yn rhagweithiol gyda hunan gymhelliant |  |  |  |  |  |  |  |  |
| Gallu delio â staff a myfyrwyr ar bob lefel |  |  |  |  |  |  |  |  |
| Gallu ymateb i newid mewn ffordd gadarnhaol |  |  |  |  |  |  |  |  |
| Yn greadigol ac yn hyblyg |  |  |  |  |  |  |  |  |
| Gallu cyfathrebu trwy gyfrwng y Gymraeg |  | ✓ | ✓ | ✓ |  |  |  |  |
| Yn dangos empathi gyda diwylliant Cymru | ✓ |  | ✓ | ✓ |  |  |  |  |
| Dangos ymrwymiad i Gydraddoldeb ac Amrywiaeth | ✓ |  | ✓ | ✓ |  |  |  |  |