SWYDD DDISGRIFIAD

SWYDD:	**DARLITHYDD MEWN CWNSELA**
STATWS:	**30 AWR YR WYTHNOS (0.8), PARHAOL**
GRADD:	**GRADD DARLITHYDD MG1 – UG1 £27,381 - £42,325 Y FLWYDDYN, PRO RATA**
LLEOLIAD:	**CAMPWS RHOS, RHYL A BANGOR**

PWRPAS Y SWYDD

Addysgu i safon uchel er mwyn creu cyfleoedd dysgu effeithiol ac er mwyn galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.

PRIF DDYLETSWYDDAU

A: Asesu Anghenion Y Dysgwyr

A1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr
A2. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig
A3. Cynnal cyfweliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen
A4. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig.
A5. Sicrhau bod dysgwyr yn cofrestru gyda'r coleg a chyrff dyfarnu

B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu

B1. Nodi canlyniadau dysgu a pharatoi Cynlluniau Gwaith a Chynlluniau Gwersi ar gyfer rhaglenni perthnasol yn unol â gofynion cyrff dyfarnu a chanllawiau'r Grŵp.
B2. Sicrhau bod sgiliau sylfaenol (hanfodol) yn cael eu hintegreiddio i'r rhaglen ddysgu fel y bo'r angen
B3. Cynllunio ar gyfer anghenion ieithyddol y grŵp myfyrwyr er mwyn caniatáu i fyfyrwyr ddefnyddio'r iaith a ddewisant (Cymraeg neu Saesneg) lle bynnag y bo modd
B4. Dethol amrywiaeth o ddulliau dysgu i ddiwallu anghenion myfyrwyr

C: Rheoli'r Broses Ddysgu

C1. Sefydlu a chynnal amgylchedd dysgu ddiogel ac effeithiol
C2. Datblygu a defnyddio amrywiaeth o dechnegau dysgu ac addysgu er mwyn annog dysgu annibynnol a hwyluso dysgu trwy brofiadau

C3. Cynhyrchu a defnyddio deunyddiau dysgu priodol gan ddefnyddio technoleg gwybodaeth dysgu lle y bo modd
C4. Nodi a mynd i'r afael â diffyg cymhelliant a herio ymddygiad amhriodol
C5. Gosod tasgau heriol a chytuno ar dargedau a nodau unigol gyda dysgwyr lle bo hynny'n briodol
C6. Strwythuro sesiynau'n briodol i gadw at yr amserlen a chynnal diddordeb
C7. Cynnal a hybu cyfathrebu effeithiol gyda, a rhwng, yr holl ddysgwyr, gan ddefnyddio technoleg briodol lle bo hynny'n berthnasol
C8. Cynnal perthynas waith effeithiol o fewn timau'r rhaglen
C9. Sefydlu cysylltiadau priodol a chysylltu â chyrff allanol yn ôl y galw
C10. Trefnu ac arsylwi lleoliadau profiad gwaith i ddysgwyr gan ddilyn y trefniadau a gytunwyd arnynt, yn cynnwys ymweliadau a gweithgareddau preswyl lle bo hynny'n briodol
C11. Cydymffurfio â systemau gwybodaeth coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser cywir ac ar y ffurf sefydliadol y cytunwyd arno
C12. Cyfrannu at holl systemau sicrhau ansawdd perthnasol y coleg; gweithdrefnau rheoli mewnol ac allanol
C13. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chyrsiau

D: Darparu cefnogaeth i ddysgwyr

D1. Cyfrannu at lunio gweithdrefnau cynefino a chyflwyno dysgwyr yn effeithiol i'r sefydliad
D2. Sicrhau bod dysgwyr yn ymwybodol o wasanaethau cefnogi a chynghori priodol ac yn gwybod sut i'w defnyddio
D3. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg
D4. Darparu cyngor, arweiniad, trefniadau cynefino a chefnogaeth academaidd

E: Asesu'r deilliannau dysgu a chyflawniadau'r dysgwyr

E1. Cynllunio strategaethau asesu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
E2. Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy
E3. Sicrhau bod dysgwyr yn cael adborth ysgrifenedig a llafar, sy'n glir ac yn adeiladol, o fewn cyfnod priodol
E4. Cadw cofnodion asesu a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, rhieni, cyflogwyr, cyrff dyfarnu

F: Ystyried a chloriannu eich perfformiad eich hun a chynllunio at y dyfodol

F1. Cloriannu eich ymarfer eich hun mewn perthynas ag anghenion y dysgwyr a'r rhaglen
F2. Defnyddio adborth o systemau sicrhau ansawdd i wella eich ymarfer eich hun

F3. Sicrhau eich bod yn ymwybodol o ddatblygiadau cyfredol yn eich maes arbenigol
F4. Cymryd rhan yn system Adolygu Perfformiad y coleg er mwyn cloriannu eich perfformiad ac adnabod anghenion datblygu
F5. Cymryd rhan mewn datblygiad proffesiynol parhaus perthnasol

G: Dyletswyddau Penodol:

G1. Ymgymryd â rôl Tiwtor Personol, Rheolwr Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd a Chydlynydd Cwricwlwm.
G2. Goruchwylio arholiadau ac asesiadau fel bo'r angen

H: Cyfrifoldebau Cyffredinol

H1. Cydymffurfio â pholisi Diogelwch, Iechyd a'r Amgylchedd Diwygiedig y Grŵp er mwyn cynnal amgylchedd gwaith ac amgylchedd addysgu diogel

H2. Cyflawni unrhyw ddyletswyddau priodol eraill sy’n ymwneud â’ch rôl a’ch swydd ar gais eich rheolwr atebol, Uwch Gyfarwyddwr neu'r Prif Weithredwr

<u>MANYLEB DEILIAD Y SWYDD</u>:

Gofynion Hanfodol:

1. Gradd neu gymhwyster cyfwerth mewn Cwnsela.

2. Wedi cofrestru gyda BACP fel cwnselydd cyfredol

3. Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn dwy flynedd i’r penodiad, a phrofiad o addysgu mewn maes perthnasol.

4. Wedi cofrestru gyda’r Cyngor Gweithlu Addysg (CGA)

5. Profiad llwyddiannus o Gwnsela yn un ai'r sector cyhoeddus, preifat neu wirfoddol.

6. Y gallu i addysgu yn y cyfan o'r meysydd canlynol, neu rai ohonynt: Theori Cwnsela, Dadansoddi Trafodol, Cyfathrebu, Urddas, Empathi a Pharch, Ffiniau Proffesiynol, Diogelu, Sgiliau Cwnsela, Ymwybyddiaeth Ofalgar, Goruchwylio Cwnsela, Therapi Gwybyddol ac Ymddygiadol a Gwaith Grŵp.

7. Y gallu i addysgu ar amrediad o lefelau o Lefel 2 i Lefel 6.

8. Y gallu i ddefnyddio systemau a rhaglenni TG.

9. Gwybodaeth a phrofiad o ddefnyddio technoleg ddysgu.

10. Y gallu i uniaethu â gwahanol ddysgwyr, ac ymrwymiad i gyfle cyfartal.

11. Sgiliau trefnu, sgiliau rhyngbersonol a sgiliau cyfathrebu da.

12. Hyblygrwydd a sgiliau gweithio mewn tîm.

13. Y gallu i ddysgu dosbarthiadau nos rheolaidd (hyd at 2 noson yr wythnos)

Gofynion Dymunol:

1. Profiad o weithio mewn amgylchedd Addysg Bellach/Uwch.

2. Gradd uwch mewn maes perthnasol.

3. Bod yn berchen ar Gymhwyster Cefnogi Sgiliau Hanfodol Lefel 3 /bod yn barod i'w ennill.

4. Y gallu i addysgu drwy gyfrwng y Gymraeg a'r Saesneg.

Grŵp Llandrillo Menai

JOB DESCRIPTION

POST: LECTURER IN COUNSELLING

STATUS: 30 HOURS PER WEEK (0.8FTE), PERMANENT

GRADE: LECTURER GRADE MG1 – UG1
£27,381 - £42,325 PER ANNUM, PRO RATA

LOCATION: RHOS, RHYL, BANGOR

JOB PURPOSE

To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.

MAIN DUTIES

A: Assessing Learners' Needs

A1. Provide prospective students with appropriate advice and guidance
A2. Assess learners' previous learning experiences and achievements in relation to the identified learning programme
A3. Conduct interviews with prospective students and administer any necessary selection tests
A4. Undertake initial assessments and identify any special learning or support Needs
A5. Ensure learners are registered with the college and with awarding bodies

B: Planning and Preparing Teaching and Learning Programmes

B1. Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements and Grŵp guidelines
B2. Ensure that literacy and numeracy / essential skills are integrated into the learning programme as required
B3. Plan for the linguistic needs of the student group in order to allow students to use their language of choice (Welsh or English) wherever possible
B4. Select a range of learning methods to meet student needs

C: Managing the Learning Process

C1. Establish and maintain a safe and effective learning environment
C2. Develop and use a range of teaching and learning techniques to encourage individual learning and facilitate learning though experience
C3. Produce and use appropriate learning materials using information learning technology where possible

C4. Identify and address poor motivation and challenge inappropriate behaviour
C5. Set challenging tasks and agree individual goals and targets with learners as appropriate
C6. Structure sessions appropriately to provide pace and maintain interest
C7. Maintain and encourage effective communication with and between all learners, using appropriate technology where relevant
C8. Maintain effective working relationships within programme teams
C9. Establish appropriate links and liaise with external bodies as required
C10. Arrange and supervise work experience placements for learners following agreed procedures including visits and residential activity where appropriate
C11. Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format
C12. Contribute to all relevant college quality assurance systems; internal and external control procedures;
C13. Participate in self-assessment processes including the evaluation of modules and courses

D: Providing learners with support

D1. Contribute to the design of induction procedures and induct learners effectively into the organisation
D2. Ensure that learners are aware of and have access to appropriate support and guidance services
D3. Maintain tutorial systems in line with college guidelines
D4. Provide advice, guidance, induction, pastoral and academic support and signpost to other suitable support avenues where appropriate

E: Assessing the outcomes of learning and learners' achievements

E1. Plan appropriate assessment strategies for learning programmes in line with awarding body requirements and communicate these to students
E2. Use a range of appropriate assessment methods to conduct fair and reliable assessments
E3. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale
E4. Maintain assessment records and provide information to relevant stakeholders e.g. colleagues, parents, employers, awarding bodies

F: Reflecting upon and evaluating one's own performance and planning future practice

F1. Evaluate your own practice in relation to learners' and programme needs
F2. Use feedback from quality assurance systems to improve your own practice
F3. Keep up to date with current development within your own specialist field

F4. Participate in the college Performance Review system in order to evaluate own performance and identify development needs

F5. Engage in relevant continuous professional development

G: Other Specific duties

G1. Undertake the role of Personal Tutor, Programme Leader, Internal Verifier and, if agreed with the programme manager, Lead Verifier or Curriculum Co-ordinator

G2. Invigilate examinations or assessments as appropriate

H: General Responsibilities

H1. Comply with the Grŵp's Safety, Health & Environment Policy in order to maintain a safe working and learning environment

H2. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Executive Director or the Chief Executive.

<u>PERSON SPECIFICATION</u>:

Essential Requirements:

1. Degree or equivalent qualification in Counselling.

2. Registered with BACP as a current practising counsellor.

3. Teaching qualification or willingness to gain within two years of appointment and experience of teaching in a related area.

4. Registered with the Education Workforce Council (EWC).

5. A successful track record in counselling practice in either the public, voluntary or private sector.

6. Ability to teach some or all of the following: Counselling theory, Transactional Analysis, Communication, Dignity, Empathy and Respect. Professional boundaries, Safeguarding, Counselling skills, Mindfulness, Counselling Supervision, Cognitive and Behavioural Therapy and Group work.

7. Ability to teach at a range of levels from Level 2 to Level 6.

8. Ability to use IT systems and applications.

9. Knowledge and experience of the use of learning technology.

10. Empathy with diverse learners and commitment to equal opportunities.

11. Good organisation, interpersonal and communication skills.

12. Flexibility and team working skills

13. The ability to teach regular evenings (up to 2 per week).

Desirable Requirements:

1. Experience of working within an FE/HE environment.

2. A higher degree in a relevant area.

3. Ability to teach Level 5 Cognitive Behavioural Therapy and/or Level 6 Counselling Supervision Training.

4. Ability to teach through the medium of Welsh and English.