

SWYDD DDISGRIFIAD

SWYDD:	DARLITHYDD YM MAES IECHYD A GOFAL CYMDEITHASOL
ORIAU:	LLAWN AMSER (37 AWR YR WYTHNOS)
STATWS:	PARHAOL
GRADDFA:	GRADD DARLITHYDD - £27, 381 - £42, 325 Y FLWYDDYN
LLEOLIAD:	CAMPWS LLANGFNI (A PHETH DARPARIAETH AR-LEIN)
Noder:	Byddwn yn ystyried rhannu swydd ar gyfer unigolion sy'n dymuno cadw cyflogaeth yn eu sector Iechyd a Gofal Cymdeithasol presennol ochr yn ochr â'i gilydd.

PWRPAS Y SWYDD

Addysgu i safon uchel, creu cyfleoedd dysgu effeithiol a galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.

PRIF DDYLETSWYDDAU

A: Asesu Anghenion Dysgwyr

- A1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr
- A2. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â'r rhaglen ddysgu ddynodedig
- A3. Cynnal cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen
- A4. Cynnal asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu gymorth arbennig.
- A5. Sicrhau bod dysgwyr yn cael eu cofrestru gyda'r coleg a chyrrff 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 llythrennedd a rhifedd / sgiliau hanfodol yn cael eu hymgorffori yn y rhaglen ddysgu yn ôl y galw
- 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 sy'n ddiogel ac yn 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 dysgu lle y bo modd
- C4. Dynodi 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 fel y bo'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 a goruchwyllo lleoliadau profiad gwaith i ddysgwyr gan ddilyn y trefniadau y cytunwyd arnynt, yn cynnwys ymweliadau a gweithgareddau preswyl lle bo hynny'n briodol
- C11. Cydymffurfio â systemau gwybodaeth reoli'r coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser iawn ar y ffurf drefniadol a gytunwyd
- C12. Cyfrannu at holl systemau perthnasol y coleg o ran sicrhau ansawdd a gweithdrefnau rheoli mewnol ac allanol;
- C13. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chyrisiau

D: Darparu cefnogaeth i ddysgwyr

- D1. Cyfrannu at lunio gweithdrefnau cynefino a chyflwyno dysgwyr yn effeithiol i'r sefydliad
- D2. Sicrhau bod dysgwyr yn gwybod am wasanaethau cefnogi a chynghori priodol a'u bod yn eu defnyddio
- D3. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg
- D4. Darparu cyngor, arweiniad, sesiynau cynefino, gwasanaeth bugeiliol a chefnogaeth academiaidd, a chyfeirio at lwybrau cefnogaeth addas fel y bo'n briodol

E: Asesu canlyniadau dysgu a chyflawniadau 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 y dysgwyr yn cael adborth ysgrifenedig a llafar sy'n glir ac 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 gwerthuso eich perfformiad eich hun a chynllunio at y dyfodol

- F1. Gwerthuso 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 Eraill

- G1. Ymgymryd, fel y bo'n berthnasol, â rôl Tiwtor Personol, Arweinydd Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno gweithredu fel Prif Ddilysydd neu Gydlynnydd Cwricwlwm
- G2. Goruchwylio arholiadau ac asesiadau yn ôl y galw

H: Cyfrifoldebau Cyffredinol

- H1. Cydymffurfio â pholisi'r Grŵp ar Ddiogelwch, Iechyd a'r Amgylchedd er mwyn cynnal amgylchedd gweithio a dysgu diogel
- H2. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais y rheolwr llinell, yr Uwch Gyfarwyddwr neu'r Prif Weithredwr.

MANYLEB DEILIAD Y SWYDD:

Gofynion Hanfodol:

1. Gradd neu gymhwyster cyfwerth A phrofiad sylweddol mewn maes perthnasol yn y sector (lleiafswm 4 blynedd).
2. Gwybodaeth a Dealltwriaeth o ddeddfwriaeth a rheoliadau yn ymwneud gyda'r sector I a GC.
3. Deall y cymwysterau I a GC newydd yng Nghymru (<https://www.healthandcarelearning.wales/>) .
4. Cymhwyster addysgu neu barodrwydd i weithio at hyn o fewn 2 flynedd.
5. Wedi cofrestru gyda Chyngor y Gweithlu Addysg (CGA) neu barodrwydd i wneud hynny cyn dechrau'r swydd addysgu.
6. Hyderus wrth ddefnyddio systemau a rhaglenni TG, h.y. byddech yn gallu darparu sesiynau dysgu ac addysgu trwy Google Classroom.
7. Dealltwriaeth o ddysgwyr amrywiol, ac ymrwymiad i gyfle cyfartal.
8. Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu cadarn, Hyblygrwydd a sgiliau gweithio mewn tîm
9. Y gallu i gyflwyno'n ddwyieithog (Cymraeg/Saesneg)

Gofynion Dymunol:

1. Profiad o weithio mewn amgylchedd Addysg Bellach.
2. Gwybodaeth a phrofiad o ddefnyddio technoleg dysgu i gefnogi a gwella sesiynau dysgu ac addysgu, mewn dysgu ac addysgu wyneb yn wyneb ac ar-lein.
3. Cymhwyster ym maes iechyd clinigol neu waith cymdeithasol.
4. Y gallu i addysgu rhai o'r pynciau a ganlyn: Cymdeithaseg / Cymdeithaseg Gymhwysol / Cydraddoldeb ac Amrywiaeth / Iechyd Meddwl / Cyflyrau Tymor Hir / Heneiddio ac Anabledd / Ailalluogi / Cofnodi Gofal Diwedd Oes / Rheoli Heintiau / Camddefnyddio Sylweddau / Gofal sy'n Canolbwyntio ar Unigolion / Datblygiad Unigol

5. Gallu a pharodrwydd i deithio'n annibynnol a darparu sesiynau ar safle cyflogwyr os oes angen.
6. Parodrwydd i fod yn hyblyg o ran patrwm gweithio i ddiwallu anghenion y sector mewn meysydd masnachol.

JOB DESCRIPTION

- POST:** LECTURER IN HEALTH AND SOCIAL CARE
- HOURS:** FULL TIME, 37 HOURS PER WEEK
- STATUS:** PERMANENT
- GRADE:** LECTURER GRADE - £27, 381 - £42, 325
PER ANNUM
- LOCATION:** LLANGEFNI CAMPUS (& SOME ONLINE DELIVERY)
- Note:** Consideration would be given for job share for individuals who wish to retain employment within their existing H&SC sector in parallel

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.
- 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 through 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, as relevant, 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.

PERSON SPECIFICATION:

Essential Requirements:

1. Degree or equivalent qualification AND significant sector experience in a relevant area (min 4years).
2. Knowledge and understanding of legislation and regulation relating to H&SC sector
3. Understanding of the new H&SC qualifications in Wales (<https://www.healthandcarelearning.wales/>) .
4. Teaching qualification or willingness to work towards this within 2 years.
5. Registered with the Education Workforce Council (EWC) or willingness to do so prior to teaching commencing.
6. Confident in the use of IT systems and applications, i.e. would be able to deliver teaching and learning via Google Classroom.
7. Empathy with diverse learners and commitment to equal opportunities.
8. Excellent organisation, interpersonal and communication skills, Flexibility and team working skills
9. Ability to deliver bilingually (Welsh/English)

Desirable Requirements:

1. Experience of working within an FE environment.
2. Knowledge and experience of the use of learning technology to support and enhance teaching and learning sessions, in face to face and online teaching and learning.
3. A clinical health or social work qualification.
4. Ability to teach some from the following range of subjects: Sociology / Applied Sociology / Equality And Diversity / Mental Health / Long Term Conditions / Ageing And Disability / Re-Ablement / Record End Of Life Care / Infection Control / Substance Misuse / Person Centred Care / Individual Development
5. Ability and willingness to travel independently and deliver in employer premises where appropriate.
6. Flexibility in terms of working pattern to meet sector needs for commercial areas of work.