

Swydd ddisgrifiad: Dirprwy Reolwr Grŵp Anghenion Dysgu Ychwanegol (ADY) y Grŵp

Maes rhaglen / Adran	ADY y Grŵp, Y Gwasanaethau Academaidd
Prif Safle	Llandrillo-yn-Rhos
Cyflog	£45,425 - £48,394 Y flwyddyn Rheolwr Graddfa MS 1-3
Y math o contract	Parhaol
Telerau'r contract	Llawn Amser
Yn atebol i'r	Pennaeth ADY

Pwrpas y Swydd

Prif bwrpas y rôl hon yw cefnogi'r Pennaeth ADY wrth gynllunio, trefnu a rheoli'r tîm ADY ar draws Coleg Menai, Coleg Meirion Dwyfor, Coleg Llandrillo a Busnes@ i sicrhau ei fod yn gweithredu'n effeithiol ac effeithlon yn unol â blaenoriaethau strategol y Grŵp ac i sicrhau fod profiad rhagorol i ddysgwyr yn cael ei gynnig.

Prif ddyletswyddau a chyfrifoldebau

1. Cefnogi'r Pennaeth ADY gyda materion staffio a chynnal hyd at 50% o adolygiadau proffesiynol staff;
2. Cefnogi'r Pennaeth ADY gydag 1-1 gyda staff;
3. Dirprwyo i'r Pennaeth ADY ar weithrediadau o ddydd i ddydd neu faterion a all godi;
4. Cefnogi'r Pennaeth ADY i weithredu'r diwygiadau ADY;
5. Sicrhau trefniadaeth a gweinyddiaeth effeithiol ac effeithlon o asesiadau cychwynnol a diagnostig/arsylwadau wrth benderfynu ar Ddarpariaeth Dysgu Cyffredinol a / neu Ychwanegol;
6. Cefnogi Cydlynwyr Cefnogi Dysgu i bennu anghenion ADY yn ystod y cyfnod pontio ac ar raglen.
7. Cynorthwyo'r Pennaeth ADY i fonitro a sicrhau bod holl gofnodion Cefnogi Dysgu Ychwanegol dysgwyr yn bodloni'r Côd ADY / gofynion archwilio a bod Adolygiadau Cynllun Datblygu Unigol wedi'u cwblhau o fewn yr amserlen statudol.
8. Monitro cofrestrau cymorth ac adroddiadau mewn perthynas ag ADY a sicrhau bod cofnodion cymorth yn cael eu cofnodi'n gywir.
9. Cydgysylltu â PAM's a Rheolwyr Gwasanaethau Dysgwyr ynghylch dysgwyr ADY;
10. Cefnogi proses y Panel ADY o bennu angen a phecynnau cymorth priodol posibl ar gyfer Dysgwyr ADY cymhleth. Yn cefnogi cam cyntaf datrys anghydfod Dysgwyr ADY;
11. Cefnogi'r Pennaeth ADY i gydysylltu ag arweinwyr Ôl-16 yr Awdurdod Lleol ar anghenion ADY;
12. Sicrhau ansawdd amcanion y Cynllun Datblygu Unigol mewn cydweithrediad â'r Rheolwr Sgiliau Byw'n Annibynnol a Phennaeth ADY;
13. Cefnogi'r Pennaeth ADY i ddadansoddi data sy'n cynnwys anghenion ADY a nodwyd, a chadw, cwblhau a chyrrhaeddiad dysgwyr ADY;
14. Cefnogi'r Pennaeth ADY gyda datblygiadau system/datblygiad prosiect sy'n cefnogi addysgu a dysgu a chefnogi darpariaeth o fewn GLLM;
15. Cynorthwyo gyda recriwtio, sefydlu, datblygu a chefnogi staff newydd;
16. Cyfrannu at ddatblygiad staff a chyflwyno ADY a chynhwysiant;

17. Cydweithio â'r tîm addysgu a dysgu ar gynhwysiant parhaus / datblygiad staff ar wahaniaethu;
 18. Unrhyw waith arall sy'n gymesur â'r raddfa gyflog, yn ogystal â sgiliau a galluoedd deiliad y swydd;
 19. Dylid nodi bod y Swydd Ddisgrifiad hwn yn cynnwys crynodeb o brif ddyletswyddau a chyfrifoldebau'r swydd a bydd yn cael ei adolygu'n rheolaidd. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull asesu
Cymwysterau			
Gradd	X		Ffurflen gais
Cymhwyster Addysgu		X	Ffurflen gais
Cymhwyster ôl-raddedig Anghenion Dysgu Ychwanegol		x	Ffurflen gais
Cymhwyster rheoli - yn ymgymryd ag ef ar hyn o bryd neu yn fodlon ymgymryd ag ef		x	Ffurflen gais
Gwybodaeth a phrofiad			
Gwybodaeth am Ddeddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg (ALNET) a'r Ddeddf Cydraddoldeb a goblygiadau darparu cymorth i bobl ifanc yn y coleg	X		Ffurflen gais & Cyfweliad
Profiad o arwain neu oruchwylio tîm ADY		X	Ffurflen Gais a Chyfweliad
Sgiliau a phriodoleddau			
Arddangos agwedd broffesiynol, diplomyddiaeth a gallu i drin sefyllfaoedd anodd.	X		Ffurflen Gais a Chyfweliad
Sgiliau cyfathrebu rhyngpersonol a'r gallu i weithio gydag ystod eang o bobl	x		Ffurflen Gais a Chyfweliad
Gallu i drefnu, cynllunio a blaenoriaethu gwaith.	x		Ffurflen gais
Sgiliau llafar ac ysgrifenedig da.	x		Ffurflen gais

Gallu defnyddio ystod eang o TG gan gynnwys Word, Excel ac Outlook yn ogystal â gwybodaeth am yr offer hygyrchedd sydd ar gael.	x		Ffurflen gais
Hyblyg a chyflym i addasu i amgylchiadau newydd a chyfnewidiol	x		Ffurflen gais
Gofynion ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen gais
Sgiliau Cymraeg			
Dealltwriaeth o'r Gymraeg	Uwch		Cyfweliad
Gallu i siarad Cymraeg	Uwch		Cyfweliad
Llythrennedd Cymraeg	Uwch		Cyfweliad
Gofynion gorfodol			
<p>Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp.</p> <p>Mae'r Grŵp wedi ymrwymo i Ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth diweddarau'r DBS yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service.</p> <p>O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.</p>			
Crynodeb o'r telerau a'r amodau			
Oriau gwaith	37 awr yr wythnos		
Wythnosau gwaith	52 wythnos y flwyddyn		
Gwyliau blynyddol	<ul style="list-style-type: none"> ● 37 diwrnod y flwyddyn (01 Medi i 31 Awst). ● Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. ● Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod wedi cau bob blwyddyn, i'w pennu'n flynyddol. ● Bydd gan y rhai ar gontractau rhan-amser hawl pro rata i'r hyn a nodir uchod. ● Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol. 		
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)		

<p>Teithio</p>	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>
<p>Sgrinio Iechyd</p>	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p>

Job description: Deputy Manager Grŵp Additional Learning Needs (ALN)	
Programme area / Department	Grŵp ALN, Academic Services
Main site	Rhos on Sea
Salary	£45,425 - £48,394 per annum Manager Scale MS 1-3
Contract type	Permanent
Contract terms	Full Time
Reporting to	Head of ALN
Job purpose	
<p>The main purpose of this role is to support the Head of ALN in the planning, organisation and management of the ALN team across Coleg Menai, Coleg Meirion Dwyfor, Coleg Llandrillo and Business@ to ensure that it operates effectively and efficiently in line with the Grŵp's strategic priorities and to ensure an excellent learner experience if offered.</p>	
Main duties and responsibilities	
<ol style="list-style-type: none"> 1. Support the Head of ALN with staffing matters and undertake up to 50% of staff professional reviews; 2. Supporting the Head of ALN with 1-1's with staff; 3. Deputising for the Head of ALN on day to day operations or issues that may arise; 4. To assist the Head of ALN in implementing the ALN reforms; 5. Ensure effective and efficient organisation and administration of initial and diagnostic assessments/ observations in determining Universal and / or Additional Learning Provision; 6. Support Learning Support Co-ordinators in determining ALN need during transition and whilst on programme; 7. To assist the Head of ALN to monitor and ensure all learner Additional Learning Support records meet the ALN Code / audit requirements and Individual Development Plan Reviews are complete with the statutory timeframe; 8. Monitor support registers and reports in relation to ALN and ensure that recording of support is accurately captured; 9. Liaise with PAM's and Learner Services Managers regarding ALN learners; 10. Support the ALN Panel process of determining need and potential appropriate support packages for complex ALN Learners. Supports first stage of dispute resolution of ALN Learners; 11. Support the Head of ALN in liaising with Local Authority Post 16 leads on ALN needs; 12. Quality assure Individual Development Plan objectives in collaboration with Independent Living Skills Manager and Head of ALN; 13. Support the Head of ALN in the analysis of data that includes identified ALN needs, retention, completion and attainment of ALN learners; 14. Support the Head of ALN with system developments/project development that supports teaching and learning and support provision within GLLM; 	

15. To assist with the recruitment, induction, development and support of new staff;
16. Contribute to staff development and delivery of ALN and inclusion;
17. Collaborate with teaching and learning team on continuous inclusion / differentiation staff development;
18. Any other work commensurate with the grade, skills and capabilities of the post and post holder;
19. It should be noted that this Job description provides a summary of the main duties and responsibilities of the post and will be subject to periodic review which may lead to revisions in light of the operational requirements of the Grŵp.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Degree	X		Application form
Teaching Qualification		X	Application form
Post Graduate ALN Qualification		x	Application form
Management qualification - currently undertaking or willing to undertake		x	Application form
Knowledge and experience			
Knowledge of ALNET and the Equality Act and the implications to providing support to young people in college	X		Application form & Interview
Experience in leading and/or supervising a ALN team		X	Application form & Interview
Skills and attributes			
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations	X		Application form & Interview
Excellent interpersonal skills with the ability to establish effective working relationships with a wide range of people	x		Application form & Interview
Ability to organise, plan and prioritise work	x		Application form
Good oral and written skills	x		Application form

Competent using a wide range of IT including Google Suite of applications, Word, Excel as well as having knowledge of accessibility tools available	x		Application form
Flexible and quick to adapt to new and changing circumstances	x		Application form
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form
Welsh language skills			
Welsh Understanding	Advanced		Interview
Welsh Speaking	Advanced		Interview
Welsh Literacy	Advanced		Interview
Mandatory requirements			
<p>In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.</p> <p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>			
Summary of the terms and conditions			
Working hours	37 hours per week		
Working weeks	52 weeks per year		
Annual leave	<ul style="list-style-type: none"> ● 37 days leave per annum (01 September to 31 August). ● All normally observed public holidays, determined annually. ● Up to 5 days efficiency closure days per annum, determined annually. ● Part Time contracts will receive a pro rata entitlement to the above. ● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary. 		
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)		

<p>Travel</p>	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that “Business Use” insurance is in place.</p>
<p>Health screening</p>	<p>Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.</p>