

## GRWP LLANDRILLO-MENAI

### SWYDD DDISGRIFIAD

|                      |                                                                                                 |
|----------------------|-------------------------------------------------------------------------------------------------|
| <b>TEITL Y SWYDD</b> | <b>HWYLUSYDD SGILIAU ASTUDIO</b>                                                                |
| <b>GRADD</b>         | <b>GRADD 4 - £- £15,409.94 - £16,771.45 Y FLWYDDYN<br/>£21,806.41- £23,733.08 (LLAWN AMSER)</b> |
| <b>ORIAU</b>         | <b>30 AWR YR WYTHNOS</b>                                                                        |
| <b>STATWS</b>        | <b>38 WYTHNOS Y FLWYDDYN, TYMOR YN UNIG, PARHAOL</b>                                            |
| <b>LLEOLIAD</b>      | <b>CAMPWS GLYNLLIFON</b>                                                                        |
| <b>YN ATEBOL I</b>   | <b>RHEOLWR GRŴP ANGHENION DYSGU YCHWANEGOL Y GRŴP</b>                                           |

### Pwrrpas y Swydd

Gweithio fel aelod o'r Tîm Anghenion Dysgu Ychwanegol i ddarparu cefnogaeth gynhwysfawr sgiliau astudio i ddysgwyr. Yn dibynnu ar anghenion yr unigolyn, darperir y gwasanaeth drwy weithio gyda grwpiau neu unigolion. Ymgymryd â chefnogaeth mewn sesiynau galw heibio yn y Ganolfan Ddysgu a / neu i ddysgwyr mewn sesiynau a drefnwyd.

Mae cefnogaeth sy'n canolbwyntio ar yr unigolyn yn rhan hanfodol o'r swydd, yn ogystal â'r gallu i gydweithio gyda staff dysgu, mentoriaid, Gyrfa Cymru ac asiantaethau allanol.

Mae'n bosibl y bydd gofyn gweithio'n achlysurol gyda'r nos ac ar ddyddiau Sadwrn, ac am hynny rhoddir amser i ffwrdd yn ystod yr wythnos.

### Cyfrifoldebau Cyffredinol yn y Coleg

1. Cyfrannu'n effeithiol at y gwaith o gynnig profiadau dysgu a hyfforddi o ansawdd uchel i bob dysgwr, gan ddarparu gwasanaethau mewn modd priodol ac ymatebol sy'n cyrraedd y safon uchaf bosibl o ran gofalu am gwsmeriaid.
2. Bod yn ymwybodol o holl bolisiâu, gweithdrefnau, arferion gwaith a rheoliadau'r coleg, a gweithio'n unol â hwy fel y bo'n berthnasol. Yn benodol, cydymffurfio â Chynllun Cydraddoldeb Unigol, Polisi Diogelu, Rheoliadau Ariannol, Polisi Iechyd a Diogelwch a Chod Ymddygiad Grŵp Llandrillo Menai.

3. Ymgymryd â dyletswyddau rhesymol eraill ar adegau prysur yn ystod y broses dderbyn.
4. Ymgymryd â hyfforddiant a datblygu staff priodol i gyflawni'ch dyletswyddau a darparu gwasanaethau'n effeithiol.

### Prif Ddyletswyddau a Chyfrifoldebau

1. Cefnogi a chynghori dysgwyr er mwyn iddynt gaffael sgiliau astudio yn ddibynnol ar anghenion yr unigolyn.
2. Cynghori dysgwyr ar ddefnydd priodol adnoddau dysgu.
3. Gweithio fel aelod o'r Tîm Sgiliau Astudio i ddarparu cefnogaeth a rhoi cymorth i ddysgwyr ar ddatblygu eu sgiliau rhifedd a llythrennedd.
4. Cynorthwyo staff dysgu ymhob maes rhaglen i fabwysiadu a gweithredu agwedd gynhwysol i sgiliau astudio yn eu dysgu, addysgu a strategaethau asesu.
5. Datblygu adnoddau dysgu o fewn y Ganolfan Ddysgu a meysydd rhaglen caiff eu defnyddio gan bob aelod o staff a dysgwyr.
6. Gweithio gyda dysgwyr fel unigolion ney mewn grwpiau gan ddilyn cynlluniau dysgu unigol a sirhau cynnydd boddhaol.
7. Gwneud asesiad cychwynnol o anghenion dysgu a chynorthwyo gyda chynllun gweithredu ar gyfer y dysgwyr.
8. Cofnodi presenoldeb, targedau a chynnydd y dysgwyr yn unol â gweithdrefnau'r coleg.
9. Cynorthwyo staff dysgu gyda mentora ac adolygu cynnydd y dysgwyr yn eu datblygiad sgiliau astudio.
10. Codi pryderon a'u cyfeirio at y Tiwtor Personol fel y bo'n briodol yn ogystal â chysylltu gyda staff cefnogi i sicrhau bod y cyfeiriadau priodol ar gyfer cymorth pellach yn cael eu gwneud.
11. Cynorthwyo gyda datblygiad ac integreiddiad prosiectau Technoleg Gwybodaeth Dysgu a'r strategaethau i mewn i'r cwricwlwm.
12. Darparu data i'r Cydlynnydd Cefnogi Dysgu a Rheolwr Grŵp Anghenion Dysgu Ychwanegol yn ôl y galw.

13. Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill, ar gais y Rheolwr Llinell, y Pennaeth Cynorthwyol neu'r Pennaeth.

### **MANYLEB PERSONOL:**

#### **Nodweddion Hanfodol:**

- 1 Addysgwyd i lefel gradd gyda Saesneg a Mathemateg TGAU ar radd C neu'n uwch
- 2 Y gallu i ddangos dealltwriaeth gadarnhaol o anghenion cefnogi dysgu dysgwyr yn y sector ôl-16.
- 3 Brwdfrydedd ar gyfer cefnogi dysgu myfyrwyr, gan ddefnyddio dull adnodd-seiliedig/dysgwr ganolog.
- 4 Sgiliau TG, mathemategol a chyfathrebu cadarn, gyda chymwysterau priodol yn ddelfrydol.
- 5 Y gallu i gynghori a chefnogi amrywiaeth eang o ddysgwyr.
- 6 Hyblygrwydd a safon uchel o sgiliau rhyngbersonol a gofal cwsmer.
- 7 Dangos ymrwymiad i ddatblygiad proffesiynol personol a bod yn barod i ddysgu cymwysiadau a sgiliau newydd yn ôl y gofyn.
- 8 Yn gallu cyfathrebu'n effeithiol drwy gyfrwng y Gymraeg.
- 9 Y gallu i gyfathrebu â staff ar bob lefel.

#### **Nodweddion Dymunol:**

1. Cymhwyster a/neu brofiad addysgu sgiliau sylfaenol neu anghenion dysgu ychwanegol.
2. Gwybodaeth o'r cwricwlwm Addysg Bellach gan gynnwys Sgiliau Hanfodol.

## GRWP LLANDRILLO-MENAI

### JOB DESCRIPTION

|                     |                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------|
| <b>POST TITLE</b>   | <b>STUDY SKILLS FACILITATOR</b>                                                           |
| <b>GRADE</b>        | <b>GRADE 4 - £15,409.94 - £16,771.45 PER ANNUM<br/>£21,806.41- £23,733.08 (FULL TIME)</b> |
| <b>HOURS</b>        | <b>30 HOURS A WEEK</b>                                                                    |
| <b>STATUS</b>       | <b>38 WEEKS PER YEAR (TERM TIME ONLY), PERMANENT</b>                                      |
| <b>LOCATION</b>     | <b>GLYNLLIFON CAMPUS</b>                                                                  |
| <b>REPORTING TO</b> | <b>GRŴP ALN MANAGER</b>                                                                   |

### Job Purpose

To work as a member of the ALN Team to provide comprehensive study skills support to learners. Dependent on learner need, the service will be provided either by means of group work or on an individual basis. Support may be facilitated during drop in sessions in the Study Centre and / or to learners in a scheduled session.

Person-centred support is a crucial element of the role, as is cooperation with teaching staff, mentors, Careers Wales and external agencies.

There may be a requirement for some evening work and Saturday working, for which there is compensatory time off during the week.

### General College Responsibilities

1. To effectively contribute towards the delivery of a high quality educational and training experience for all learners, delivering services in a way that is appropriate and responsive and which displays the highest standard of customer care.
2. To be aware of, and work in accordance with all college policies, procedures, working practice and regulations as applicable. In particular to comply with Grŵp Llandrillo-Menai's Single Equality Scheme, Safeguarding Policy, Financial Regulations, Health & Safety Policy and Code of Conduct.

3. To undertake other duties as may be reasonably required during busy times of the admission process.
4. To undertake appropriate training and staff development to support the effective delivery of duties and services.

### **Main Duties and Responsibilities**

1. To support and advise learners in the acquisition of skills dependent on individual need.
2. To advise learners on the use of appropriate learning resources.
3. To work as part of the Study Skills Team to provide study support and to assist learners in developing their numeracy and literacy skills.
4. To assist teaching staff in all programme areas to adopt and apply an inclusive approach to study skills within their teaching, learning and assessment strategies.
5. To develop learning resources within the Study Centre and programme areas that can be used by all learners and staff.
6. To work with learners as individuals or in groups following individual development plans and ensuring satisfactory progress.
7. To facilitate initial assessment of learning needs and assist with the development of an action plan for learners.
8. To record learner attendance, targets and progress in accordance with college procedures.
9. To assist teaching staff with the monitoring and review of learner progress in their skills development.
10. To escalate and refer concerns to the Personal Tutor as appropriate and to liaise with academic and support staff to ensure appropriate referrals for further support are made as required.
11. To assist with the development and integration of ILT projects and strategies into the curriculum.
12. To provide data to the Learning Support Co-ordinator/Team Leader and ALN Grwp Manager as requested.
13. To undertake any other duties and comply with reasonable instruction as requested by your line manager, Assistant Principal or Principal.

## **PERSONAL SPECIFICATION:**

### **Essential Qualities:**

1. Educated to degree level with English and Maths GCSE at Grade C or above
2. Ability to demonstrate a positive understanding of the learning support needs of learners in the post 16 sector.
3. Enthusiasm for the support of student learning, using a resource-based/learner centred approach.
4. Excellent standard of IT, mathematical and communication skills, preferably with appropriate qualifications.
5. Ability to advise and support a wide variety of learners.
6. Flexibility and high standard of interpersonal skills and customer care.
7. Show a commitment of personal professional development and be willing to learn new applications and skills as required.
8. Ability to communicate effectively through the medium of Welsh.
9. Ability to communicate with staff at all levels.

### **Desirable Qualities:**

1. Basic skills teaching qualification and/or experience.
2. Knowledge of FE curriculum including Essential Skills.