

**Job Title:** Professional Learning and Quality Manager

**Salary:** MS 7 - 9

**Reports to:** Assistant Principal – Vocational Studies

## **JOB DESCRIPTION**

### **Job Purpose**

To manage the Professional Learning, Teaching and Learning and Quality Development Team; provide a framework for learning and teaching, professional and digital development, quality improvement and quality assurance across all areas of the College. To develop and deliver the ASPIRE strategy which supports the College's overall strategic goals, aims and objectives and contribute at both a strategic and operational level in order to identify development opportunities and recommend appropriate solutions.

### **Key Responsibilities**

- Working directly with the Assistant Principal and Faculty Head acting as our Estyn quality nominee; to take a lead on learning, teaching and quality improvement across all College areas (FE, HE and WBL) to ensure a robust review, evaluation and continuous development of quality assurance and improvement
- Create and sustain a culture of curriculum excellence, innovation and delivery which underpins exceptional teaching
- To directly manage the ASPIRE quality development team in order to achieve the aims outlined in the College's current, future plans and strategies
- To lead the Digital Innovators ensuring continual effective development of staff in relation to digital learning resources, underpinned by appropriate pedagogy
- Be responsible for Learner Voice, ensuring all aspects of Learner Voice activities are implemented, monitored and reviewed
- To manage and oversee the supervision of Aspire coaches in the design, digital development, implementation and review of learning, teaching and assessment strategies within the Aspire coaching, support and training programme
- Lead on a cross college Tutorial programme for all levels of learning and monitor and report on activities
- Lead on the Complaints and Compliments procedure and report on trending data and capture outcomes and developments for improvement
- To design, lead and contribute to the facilitation of the ASPIRE development programme across the College – incorporating CPD for staff at all levels
- Liaise with the PGCE lead for Initial Teacher Training particularly digital, bilingual, pedagogical and innovative strategies
- To work with regional Colleges via the Professional Learning Network (PLN), be research focussed, promote a culture of excellence and innovation, ensuring staff have up to date knowledge and thinking in respect of the latest teaching and learning strategies
- Monitor and review measurements and progress in learning, teaching and quality through Quality & Standards Committee and the quality internal processes with Heads of Faculty, Learning Support, and Learner Services which demonstrates a positive and dynamic learning culture

- To work in partnership with relevant College managers to integrate all development opportunities for staff to create a seamless professional learning and continuous professional development (CPD) model for all
- To support and review the implementation of the Post-16 Consistent Performance Measures of Achievement, Value Added and Destination as key measurements of success
- To support the College's positive Behaviour strategies and policy, both formulation and implementation, embedding the 'College Culture' consistent approach to learner behaviour management across the entire College
- To organise and evaluate funded professional learning projects including the Professional Learning Fund (PLF) both institutionally and regionally via the PLN and both internal and external CPD appropriately in order to demonstrate successful budget management, value for money and return on investment
- Via the implementation and embedding of the Aspirational culture and College Culture approach to consistent learner behaviour – directly impact on improvements to learner outcomes and the learner experience overall
- To manage, review and implement the College's policies and procedures for learning, teaching and quality matters. To monitor compliance with these policies ensuring that issues of non-compliance are addressed accordingly
- To work with the Assistant Principal Vocational Studies to review all management information required to evidence ASPIRE monitoring and development targets

### **General Responsibilities**

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To participate in personal professional development activities.
- To comply with all cross-College Policies and Procedures, and take specific responsibility for the College's commitment to diversity, equality of opportunity, and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Encourage staff to undertake industrial opportunities as part of scholarly activity as appropriate
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Relevant professional qualification at a minimum of level 5</li> <li>• PGCE/relevant teaching/training/coaching qualification</li> <li>• Undertake relevant management training / qualifications as may be identified</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant management/supervisory qualification</li> <li>• Estyn Peer Inspector</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Recent relevant teaching/training experience</li> <li>• Experience of training/developing/upskilling colleagues and peers</li> <li>• Experience of managing/supervising a team</li> <li>• Experience of dealing with a range of learners across a wide spectrum of academic levels</li> <li>• Experience of managing and improving the behaviour of challenging individuals and groups</li> <li>• Experience of using complex data and quality reporting systems</li> <li>• Experience of writing and presenting reports</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing with learners with complex learning needs</li> <li>• Experience of coaching and/or mentoring others</li> <li>• Experience of Organisational Development</li> <li>• Experience of dealing with complaints</li> <li>• Experience of leading and collaborating on regional projects</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (oral and written) and effective interpersonal skills</li> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Ability to manipulate management information/data and prepare and present reports</li> <li>• Ability to engage and motivate staff</li> <li>• Proficient in the use of MS Office applications including digital technologies to support teaching and learning</li> <li>• Strong people management skills</li> <li>• An excellent and engaging motivator</li> <li>• Excellent organisational and budgeting skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to meet and greet in Welsh for the purposes of customer service</li> <li>• An understanding of developments in the FE, HE, WBL and 14-19 sector</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work accurately towards targets and deadlines.</li> <li>• Adaptable and open to new ideas and strategies</li> <li>• Ability to use own initiative</li> <li>• Strong decision-making skills</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Proactive approach to work</li> <li>• A dynamic and engaging approach to teaching and working with others</li> <li>• Ability to work as a member of a team</li> <li>• Approachable and flexible manner</li> <li>• Diplomacy and discretion</li> </ul>		<ul style="list-style-type: none"> <li>• Selection testing / interview</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to continuous personal development</li> <li>• Suitable to work with children and vulnerable adults</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>

**Teitl Swydd:** Rheolwr Dysgu ac Ansawdd Proffesiynol

**Cyflog:** MS 7 - 9

**Yn adrodd i:** Pennaeth Cynorthwyol – Astudiaethau Galwedigaethol

## DISGRIFIAD SWYDD

### Pwrpas Swydd

Rheoli'r Tîm Dysgu, Addysgu a Datblygu Ansawdd Proffesiynol; darparu fframwaith ar gyfer dysgu ac addysgu, datblygiad proffesiynol a digidol, gwella ansawdd a sicrhau ansawdd ar draws holl feysydd y Coleg. Er mwyn datblygu a chyflwyno strategaeth ASPIRE sy'n cefnogi nodau ac amcanion strategol cyffredinol y Coleg a chyfrannu ar lefel strategol a gweithredol er mwyn nodi cyfleoedd datblygu ac argymhell datrysiadau priodol.

### Prif Gyfrifoldebau

- Gan weithio'n uniongyrchol gyda'r Pennaeth Cynorthwyol a'r Pennaeth Cyfadran, gweithredu fel ein henwebai ansawdd Estyn; arwain ar ddysgu, addysgu a gwella ansawdd ar draws holl feysydd y Coleg (AB, AU a DSW) i sicrhau adolygiad a gwerthusiad cadarn a datblygu sicrhau ansawdd a gwella ansawdd parhaus
- Creu a chynnal diwylliant o ragoriaeth cwricwlwm, arloesedd a darpariaeth sy'n sail i addysgu eithriadol
- Rheoli tîm datblygu ansawdd ASPIRE yn uniongyrchol er mwyn cyflawni'r nodau a amlinellir yng nghynlluniau a strategaethau presennol a dyfodol y Coleg
- Arwain yr Arloeswyr Digidol a sicrhau bod staff yn datblygu'n effeithiol yn barhaus mewn perthynas ag adnoddau dysgu digidol, a ategir gan addysgeg briodol
- Byddwch yn gyfrifol am Llais y Dysgwr, gan sicrhau bod pob agwedd ar weithgareddau Llais y Dysgwr yn cael eu gweithredu, eu monitro a'u hadolygu
- Rheoli a goruchwylio hyfforddwyr ASPIRE yn y gwaith dylunio, datblygu digidol, gweithredu ac adolygu strategaethau dysgu, addysgu ac asesu o fewn y rhaglen hyfforddi, cefnogi a hyfforddi Aspire
- Arwain ar raglen Tiwtorial traws-golegol ar gyfer pob lefel o ddysgu a monitro ac adrodd ar weithgareddau
- Arwain ar y weithdrefn Cwynion a Chanmoliaeth ac adrodd ar ddata tueddiadau a nodi canlyniadau a datblygiadau ar gyfer gwella
- Dylunio, arwain a chyfrannu at hwyluso rhaglen ddatblygu ASPIRE ar draws y Coleg – gan gynnwys DPP ar gyfer staff ar bob lefel
- Cysylltu ag arweinydd TAR ar gyfer Hyfforddiant Cychwynol Athrawon yn enwedig strategaethau digidol, dwyieithog, addysgegol ac arloesol
- Gweithio gyda cholegau rhanbarthol drwy'r Rhwydwaith Dysgu Proffesiynol (PLN), yn canolbwyntio ar ymchwil, yn hyrwyddo diwylliant o ragoriaeth ac arloesedd, gan sicrhau bod gan staff wybodaeth a'r meddylfryd ddiweddaraf mewn perthynas â'r strategaethau addysgu a dysgu diweddaraf
- Monitro ac adolygu mesuriadau a chynnydd mewn dysgu, addysgu ac ansawdd drwy Bwyllgor Ansawdd a Safonau a'r prosesau mewnol o ansawdd gyda Phenaethiaid Cyfadranau, Cymorth Dysgu, a Gwasanaethau Dysgwyr sy'n dangos diwylliant dysgu cadarnhaol a deinamig
- Gweithio mewn partneriaeth â rheolwyr y Coleg perthnasol i integreiddio pob cyfle datblygu i staff greu model dysgu proffesiynol a datblygiad proffesiynol parhaus (DPP) di-dor i bawb

- Cefnogi ac adolygu gweithredu Mesurau Perfformiad Cyson Ôl-16 Cyflawniad, Gwerth Ychwanegol a Chyrchfan fel mesuriadau allweddol o lwyddiant
- Cefnogi strategaethau a pholisi ymddygiad cadarnhaol y Coleg, llunio a gweithredu, gwreiddio dull cyson 'Diwylliant y Coleg' at reoli ymddygiad dysgwyr ar draws y Coleg cyfan
- Trefnu a gwerthuso prosiectau dysgu proffesiynol a ariennir gan gynnwys y Gronfa Dysgu Proffesiynol (PLF) yn sefydliadol ac yn rhanbarthol drwy'r PLN a DPP mewnol ac allanol yn briodol er mwyn dangos rheolaeth lwyddiannus ar y gyllideb, gwerth am arian ac elw ar fuddsoddiad
- Drwy weithredu a gwreiddio'r dull Diwylliant Ysbrydoledig a Diwylliant y Coleg tuag at ymddygiad cyson dysgwyr – effeithio'n uniongyrchol ar welliannau i ganlyniadau dysgwyr a phrofiad y dysgwyr yn gyffredinol
- Rheoli, adolygu a gweithredu polisiau a gweithdrefnau'r Coleg ar gyfer materion dysgu, addysgu ac ansawdd. Monitro cydymffurfiaeth â'r polisiau hyn gan sicrhau bod materion diffyg cydymffurfio yn cael sylw yn unol â hynny
- Gweithio gyda'r Pennaeth Cynorthwyol – Astudiaethau Galwedigaethol i adolygu'r holl wybodaeth reoli sydd ei hangen i ddangos tystiolaeth o dargedau monitro a datblygu ASPIRE

### **Cyfrifoldebau Cyffredinol**

- Gweithredu o fewn cyfyngiadau cyllideb, a sicrhau rheolaeth ariannol a gwerth am arian ym mhob gweithgaredd.
- Cyfrannu at ddiwylliant o welliant parhaus.
- Arddangos ymddygiadau sy'n gyson ag arddull rheoli agored, cynhwysol a chyfranogol.
- Cymryd rhan mewn gweithgareddau datblygiad proffesiynol personol.
- Cydymffurfio â'r holl Bolisiau a Gweithdrefnau traws-Golegol, a chymryd cyfrifoldeb penodol am ymrwymiad y Coleg i amrywiaeth, cydraddoldeb cyfle, ac am gynnal amgylchedd gwaith diogel ac iach.
- Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â'r swydd, cymwysterau a phrofiad.
- Bod â'r wybodaeth a'r datblygiadau arbenigol perthnasol – gan gynnwys deddfwriaeth – ac asesu effeithiau, sicrhau lledaenu neu weithredu'n briodol.
- Annog staff i ymgymryd â chyfleoedd diwydiannol fel rhan o weithgarwch ysgolheigaid fel y bo'n briodol
- Gweithio i'r safonau proffesiynol uchaf yn unol â'r Cod Ymddygiad Staff ac i gydymffurfio'n llawn ag ymrwymiad y Coleg i gydraddoldeb ac amrywiaeth.
- Diogelu a hyrwyddo lles plant ac oedolion sy'n agored i niwed.
- Cadw at ganllawiau Polisi Diogelu Data a Chyfathrebu Electronig y Coleg gan gynnwys e-bost a defnydd o'r rhyngwyd.
- Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun, ac o ddiogelwch pobl eraill yn unol â pholisiau a gweithdrefnau'r Coleg.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), y Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## MANYLEB PERSON

Meini Prawf Dethol	Hanfodol	Dymunol	Dull Asesu
<b>Cymwysterau a Hyfforddiant</b>	<ul style="list-style-type: none"> <li>• Cymhwyster proffesiynol perthnasol ar lefel 5 o leiaf</li> <li>• Cymhwyster TAR/cymhwyster addysgu/hyfforddiant perthnasol</li> <li>• Ymgymryd â hyfforddiant / cymwysterau rheoli perthnasol</li> </ul>	<ul style="list-style-type: none"> <li>• Cymhwyster rheoli/ goruchwylio perthnasol</li> <li>• Arolygydd Cymheiriaid Estyn</li> </ul>	<ul style="list-style-type: none"> <li>• Ffurflen Gais</li> </ul>
<b>Gwybodaeth a Phrofiad</b>	<ul style="list-style-type: none"> <li>• Profiad addysgu/hyfforddiant perthnasol diweddar</li> <li>• Profiad o hyfforddiant/ datblygu/uwchsgilio cydweithwyr a chyfoedion</li> <li>• Profiad o reoli/goruchwylio tîm</li> <li>• Profiad o ddelio gydag ystod o ddysgwyr ar draws sbectrwm eang o lefelau academiaidd</li> <li>• Profiad o reoli a gwella ymddygiad unigolion a grwpiau heriol</li> <li>• Profiad o ddefnyddio data cymhleth a systemau adrodd ansawdd</li> <li>• Profiad o ysgrifennu a chyflwyno adroddiadau</li> </ul>	<ul style="list-style-type: none"> <li>• Profiad o ddelio â dysgwyr ag anghenion dysgu cymhleth</li> <li>• Profiad o hyfforddi a/neu fentora eraill</li> <li>• Profiad o Ddatblygu Sefydliadol</li> <li>• Profiad o ddelio â chwynion</li> <li>• Profiad o arwain a chydweithio ar brosiectau rhanbarthol</li> </ul>	<ul style="list-style-type: none"> <li>• Ffurflen Gais/ Cyfweliad</li> </ul>
<b>Sgiliau a Galluoedd</b>	<ul style="list-style-type: none"> <li>• Sgiliau cyfathrebu rhagorol (llafar ac ysgrifenedig) a sgiliau rhyngpersonol effeithiol</li> <li>• Y gallu i weithio o dan bwysau ac i derfynau amser tynn</li> <li>• Y gallu i drin gwybodaeth/data rheoli a pharatoi a chyflwyno adroddiadau</li> <li>• Y gallu i ymgysylltu a chymell staff</li> <li>• Hyfedr wrth ddefnyddio MS Office, yn cynnwys technolegau digidol i gefnogi addysgu a dysgu</li> <li>• Sgiliau rheoli pobl</li> <li>• Ysgogydd rhagorol a gafaelgar</li> <li>• Sgiliau trefnu a chyllidebu ardderchog</li> <li>• Gallu gweithio'n gywir tuag at dargedau a therfynau amser</li> <li>• Hyblyg ac agored i syniadau a strategaethau newydd</li> <li>• Gallu defnyddio menter ei hun</li> <li>• Sgiliau gwneud penderfyniadau</li> </ul>	<ul style="list-style-type: none"> <li>• Y gallu i gyfarch yn Gymraeg at ddibenion gwasanaeth cwsmer</li> <li>• Dealltwriaeth o ddatblygiadau yn y sector AB, AU, DSW a 14-19</li> </ul>	<ul style="list-style-type: none"> <li>• Ffurflen gais/ Cyfweliad</li> </ul>

<b>Priodoleddau Personol</b>	<ul style="list-style-type: none"> <li>• Dull rhagweithiol o weithio</li> <li>• Dull deinamig a gafaelgar o addysgu a gweithio gydag eraill</li> <li>• Y gallu i weithio fel aelod o dîm</li> <li>• Modd agos-atoch a hyblyg</li> <li>• Diplomyddiaeth a disgresiwn</li> </ul>		<ul style="list-style-type: none"> <li>• Cyfweliad</li> </ul>
<b>Gofynion Arbennig</b>	<ul style="list-style-type: none"> <li>• Ymrwymiad i ddatblygiad personol parhaus</li> <li>• Addas i weithio gyda phlant ac oedolion bregus</li> </ul>		<ul style="list-style-type: none"> <li>• Ffurflen Gais/ Cyfweliad</li> </ul>