

GRŴP LLANDRILLO MENAI

SWYDD DDISGRIFIAD

TEITL Y SWYDD	GWEINYDDWR CEFNOGI DYSGU
GRADD	Graddfa 3, £19, 980 - £21, 395 pro rata y flwyddyn (Pwyntiau 17-20)
STATWS	Swydd dros dro, Cyfnod Mamoleth hyd at Gorffennaf 2023
ORIAU	37 awr yr wythnos, 38 wythnos i gynnwys Amser Tymor
LLEOLIAD	Gweithio peripatetig ar draws safleoedd Coleg Meirion Dwyfor: Dolgellau, Pwllheli, Glynllifon. Y prif leoliad: Glynllifon
YN ATEBOL I	Reolwr Grŵp Anghenion Dysgu Ychwanegol

Pwrpas y Swydd

Cefnogi cydlynu cefnogaeth ddysgu i bob dysgwr trwy ddarparu cefnogaeth weinyddol canolfan pe4rson i Reolwr Grŵp Anghenion Dysgu Ychwanegol, Cydlynnydd Cefnogi Dysgu a thiworiaid.

Yn unol â gofynion statudol a gweithdrefnau Grŵp Llandrillo Menai, bydd y Gweinyddwr cefnogi Dysgu yn ymgymryd â dyletswyddau cefnogi gweinyddol wrth wirio trefn cofnodion dysgwyr i gefnogi trosglwyddo, ar gymorth rhaglenni a dilyniant dysgwyr ag anghenion dysgu ychwanegol.

Mae cynnal cyfrinachedd yn elfen hanfodol o'r rôl, yn ogystal â chydweithrediad â staff addysgu, rheolwyr ac asiantaethau allanol. Mae angen sgiliau gweinyddol, TG a chyfathrebu hynod hyfedr ynghyd â'r gallu i fod yn hyblyg a gweithio mewn amgylchedd deinamig.

Cyfrifoldebau Cyffredinol yn y Coleg

1. Cyfrannu'n effeithiol at y gwaith o gynig profiadau dysgu a hyfforddi o ansawdd uchel i ddysgwyr, gan gyflwyno gwasanaethau mewn modd priodol ac ymatebol sy'n cyrraedd y safon uchaf bosibl o ran gofalu am gwsmeriaid.
2. Bod yn ymwybodol, a gweithio'n unol â holl bolisiâu, gweithdrefnau, arfer gwaith a rheoliadau Grŵp Llandrillo Menai pan yn briodol. Cydraddoldeb, Polisi Diogelu, Rheoliadau Ariannol, Polisi Iechyd a Diogelwch a'r Cod Ymddygiad.
3. Ymgymryd â hyfforddiant a datblygu staff priodol i gefnogi'r ddarpariaeth effeithiol o ddyletswyddau a gwasanaethau
4. Cynorthwyo gyda gwasanaethau eraill yng nghyfarwyddiaeth Profiad y Dysgwr yn ôl yr angen ac yn unol â chyfnodau prysur a thawel drwy gydol y flwyddyn academiaidd, ac ysgwyddo cyfrifoldebau ychwanegol ar gais eich rheolwr llinell neu Gyfarwyddwr Profiad y Dysgwr.

Prif Ddyletswyddau a Chyfrifoldebau

1. Gweinyddu systemau a gweithdrefnau cynhwysfawr er mwyn darparu gwasanaethau cyfeillgar ac effeithlon i ddysgwyr a darpar fyfyrwyr yn safleoedd Coleg Meirion-Dwyfor.
2. Ymgymryd â hyfforddiant a datblygiad staff priodol i gefnogi cyflawni dyletswyddau a gwasanaethau yn effeithiol.
3. Gweinyddu'r broses ALNQ trwy geisio caniatâd yn rhagweithiol i rannu gwybodaeth gan ddysgwyr a neu rieni / gwarcheidwaid.
4. Cymharu, cofnodi, storio, monitro ac adrodd ar y dogfennau statudol sy'n ofynnol i gynllunio ar gyfer

trefniadau cefnogi y dysgwyr yn unol â gofynion GDPR a gweithdrefnau coleg.

5. Darparu cefnogaeth weinyddol wrth roi trefn, storio, monitro a rhannu asesiadau risg gan nyrs y coleg a tîm SHE lle mae angen cefnogi iechyd/meddygol/symudedd.
6. Dyrannu, dosbarthu a monitro offer a ddsberthir i ddysgwyr a staff.
7. Gweinyddu trefniadau arholiadau ac ACCESS yn unol â gweithdrefnau'r coleg.
8. Gweinyddu, cynnal systemau a gweithdrefnau ar gyfer monitro'r canlynol, gan weithio'n agos gyda'r tîm rheoli:
 - Amserlenni staff
 - ceisiadau cyflogau staff rhan-amser
 - ceisiadau staff am dâl goramser a chofnodion toil
 - cofnodion absenoldeb, gwyliau ac absenoldebau staff
 - cyllidebau ar gyfer nwyddau traul
 - trefniadau staff cyflenwi
 - gweithdrefnau iechyd a diogelwch
 - marchnata
 - systemau ansawdd
 - rheoli dyddiadur
9. Darparu cefnogaeth weinyddol gyfrinachol i Reolwr Grŵp ADY a Chydlynnydd cefnogi Dysgu wrth brosesu gwybodaeth dysgwr a staff.
10. I ddarparu cefnogaeth weinyddol gyfrinachol i'r Cyfarwyddwr Gwasanaethau Dysgwyr, Rheolwr Grŵp ADY a'r Cydlynnydd cefnogi Dysgu wrth gymryd nodiadau a chofnodion cyfarfodydd.
11. Cysylltu a chyfathrebu â phob ymholiad ynghylch gwasanaethau cefnogi dysgu colegau ac ymateb yn brydlon ac yn effeithiol trwy ddarparu gwybodaeth gywir mewn modd amserol, proffesiynol a chyfeillgar.
12. Gweithredu systemau a phrosesau TG a llaw yn unol â gweithdrefnau coleg a/neu gyfarwyddyd gan reolwyr.
13. Cynnal a chynhyrchu adroddiadau ar ddata dysgwyr yn unol â gweithdrefnau ac arferion colegau at ddibenion archwilio ac arolygu allanol.
14. Cyflawni unrhyw ddyletswyddau cysylltiedig eraill yn unol â chais Rheolwr Grŵp ADY.

MANYLEB DEILIAD Y SWYDD

Nodweddion Hanfodol:

1. Sgiliau cyfathrebu a sgiliau personol ardderchog er mwyn gweithio'n effeithiol gyda myfyrwyr a staff drwy gyfrwng y Gymraeg a'r Saesneg.
2. Wedi ei addysgu i Lefel 3 gyda safon gyffredinol dda o addysg yn cynnwys TGAU Gradd C neu uwch yn Saesneg neu gyffelyb e.e. Sgiliau Allweddol.
3. Profiad o weithio gyda phobl sydd ag Anghenion Dysgu Ychwanegol.
4. Cymhwyster mewn gweinyddu neu dechnoleg gwybodaeth.
5. Profiad gweinyddol a threfniadol a enillwyd drwy brofiad o weithio mewn swydd weinyddol, gan gynnwys profiad o ymdrin â gwybodaeth gyfrinachol.
6. Yn meddu ar amrediad llawn o sgiliau TG ardderchog, yn cynnwys prosesu geiriau, taenlenni, cronfeydd data a systemau gwybodaeth reoli.
7. Yn gallu gweithio fel aelod o dîm a bod yn hyblyg, yn barod i addasu ac yn hawdd siarad â chi.
8. Gallu cwblhau tasgau yn gywir ac amserol wrth weithio o dan bwysau.
9. Yn gallu ymdopi â nifer o dasgau ar yr un pryd a blaenoriaethu llwyth gwaith fel y bo'n briodol.
10. Wedi ymrwmo i Gyfleoedd Cyfartal ac yn sensitif i unrhyw fater sy'n ymwneud â gwahaniaethu, ac yn barod i weithredu'n gadarnhaol i sicrhau bod cyfle cyfartal ar gael i bawb.
11. Yn gallu i gadw cyfrinachedd a ffiniau proffesiynol.
12. Gallu teithio rhwng safleoedd y Coleg.

NODWEDDION DYMUNOL

1. Profiad o weithio gyda phobl ifanc/oedolion mewn amgylchedd addysg/hyfforddiant.
2. Gwybodaeth a dealltwriaeth o ddeddfwriaeth Anghenion Dysgu Ychwanegol.

GRWP LLANDRILLO-MENAI

JOB DESCRIPTION

POST TITLE	LEARNING SUPPORT ADMINISTRATOR
GRADE	Grade 3, £19, 980 - £21, 395 pro rata per annum (points 17-20)
STATUS	Temporary, Maternity Cover to July 2023
HOURS	37 hours a week, 38 weeks to include Term Time
LOCATION	Peripatetic working across Coleg Meirion Dwyfor sites: Dolgellau, Pwllheli and Glynllifon. Primary location of Glynllifon
REPORTING TO	Grŵp ALN Manager

Job Purpose

To support the co-ordination of learning support for all learners by providing person centre administrative support to the Grŵp ALN Manager, Learning support Co-ordinator and tutors.

In accordance with statutory requirements and Grŵp Llandrillo Menai procedures, the Learning Support Administrator will undertake administrative support duties in the collation of learner records to support transition, on programme support and progression of learners with additional learning needs.

Maintaining confidentiality is a crucial element of the role, as is the cooperation with teaching staff, managers and external agencies. Highly proficient administrative, IT and communication skills are required as is the ability to be flexible and work within a dynamic environment.

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 Grŵp Llandrillo-Menai's policies, procedures, working practice and regulations as applicable to include: Equality, Safeguarding Policy, Financial Regulations, Health & Safety Policy and Code of Conduct.
3. To undertake appropriate training and staff development to support the effective delivery of duties and services.
4. To support other services within the Learner Experience directorate as and when required, to complement work peaks and troughs throughout the academic year and to undertake any additional responsibilities as requested by your line manager or the Director, Learner Experience.

Main Duties and Responsibilities

1. To administer comprehensive systems and procedures for the provision of a friendly and efficient Learning Support function to prospective and existing learners at all Coleg Meirion Dwyfor sites.
2. Arrange, schedule and minute the transition, progression and statutory review meetings with

- learners, parents/guardians and external support agencies as required.
3. Administer the ALNQ process through proactively seeking consent to share information from learners and or parents/guardians.
 4. Collate, record, store, monitor and report on the statutory documents required to plan for the learners' support arrangements in accordance with GDPR requirements and college procedures.
 5. Provide administrative support in the collation, storing, monitoring and sharing of risk assessments from the college nurse and SHE team where health/medical/mobility support is required.
 6. Allocate, distribute and monitor equipment distributed to learners and staff.
 7. Administer examination and ACCESS arrangements in accordance with college procedures.
 8. To administer, maintain systems and procedures for the monitoring of the following, working closely with the management team:
 - Staff schedules
 - part time staff salary claims
 - staff overtime and toil records
 - staff absence, holiday and leave records
 - consumable budgets
 - staff cover arrangements
 - health and safety procedures
 - marketing
 - quality systems
 - diary management
 9. To provide confidential administrative support for the Grŵp ALN Manager and Learning Support Co-ordinator in the processing of learner and staff information.
 10. To provide confidential administrative support for the Director Learner Services, Grŵp ALN Manager and Learning Support Co-ordinator in taking notes and minutes of meetings.
 11. To liaise and communicate with, and respond promptly and effectively to all enquiries regarding college learning support services through the provision of accurate information in a timely, professional and friendly manner.
 12. To operate IT and manual systems and processes in accordance with college procedures and/or instruction from managers.
 13. To maintain and generate reports on learner data in accordance with college procedures and practices for the purpose of audit and external inspection.
 14. To carry out any other related duties as requested by the Grŵp ALN Manager.

PERSONAL SPECIFICATION

Essential Qualities:

1. Excellent communication and personal skills to work effectively with students and staff through the medium of Welsh and English.
2. Educated to a minimum of level 3 with a good general standard of education to include GCSE at Grade C, or above, in English, or equivalent e.g. Key Skills.
3. Experience of working with people with Additional Learning Needs.
4. Hold a qualification in administration or information technology.
5. Proven administrative and organisational skills gained through experience of working in administrative role including experience of handling confidential information.
6. Possess and demonstrate a full range of excellent IT skills to include word processing, spread sheets, databases and management information systems.
7. Ability to work as a team member and be flexible, adaptable and approachable.
8. Ability to complete tasks in an accurate and timely manner when working under pressure.
9. Ability to cope with a range of tasks at any one time and prioritise workload accordingly.
10. Be committed to Equal Opportunities and to be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.

11. Ability to maintain confidentiality and professional boundaries.
12. Ability to travel between College sites

DESIRABLE QUALITIES

1. Experience of working with young people/ adults within an education/training environment.
2. Knowledge and understanding of Additional Learning Needs legislation.