

## **SWYDD DDISGRIFIAD**

**SWYDD: DARLITHYDD SEICOLEG**

**STATWS: LLAWN AMSER, PARHAOL**

**GRADD: GRADD DARLITHYDD - £27, 381 - £42, 325 Y FLWYDDYN**

**LLEOLIAD: CAMPWS RHYL (GYDA PHOSIBILRWYDD O DDARPARIAETH  
AR SAFLEOEDD ABERGELE A/NEU DINBYCH A/NEU  
LLANDRILLO-YN-RHOS)**

## **PWRPAS Y SWYDD**

Addysgu i safon uchel er mwyn creu cyfleoedd dysgu effeithiol ac er mwyn galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.

## **PRIF DDYLETSWYDDAU**

### **A: Aseu Anghenion Y Dysgwyr**

- A1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr
- A2. Aseu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â rhaglen ddysgu ddynodedig
- A3. Cynnal cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen
- A4. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu'r angen am gefnogaeth arbennig.
- A5. Sicrhau bod dysgwyr yn 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 cyrrff dyfarnu a chanllawiau'r Grŵp.
- B2. Sicrhau bod sgiliau sylfaenol (hanfodol) yn cael eu hintegreiddio i'r rhaglen ddysgu fel y bo'r angen

- 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 ddiogel ac 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 gwybodaeth dysgu lle y bo modd
- C4. Nodi 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 lle bo hynny'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 ac arsylwi lleoliadau profiad gwaith i ddysgwyr gan ddilyn y trefniadau a gytunwyd arnynt, yn cynnwys ymweliadau a gweithgareddau preswyl lle bo hynny'n briodol
- C11. Cydymffurfio â systemau gwybodaeth coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser cywir ac ar y ffurf sefydliadol y cytunwyd arno
- C12. Cyfrannu at holl systemau sicrhau ansawdd perthnasol y coleg; gweithdrefnau rheoli mewnol ac allanol
- C13. Cymryd rhan mewn prosesau hunanasesu yn cynnwys gwerthuso modiwlau a chyrsgiau

### **D: Darparu cefnogaeth i ddysgwyr**

- D1. Cyfrannu at lunio gweithdrefnau cynefino a chyflwyno dysgwyr yn effeithiol i'r sefydliad
- D2. Sicrhau bod dysgwyr yn ymwybodol o wasanaethau cefnogi a chynghori priodol ac yn gwybod sut i'w defnyddio
- D3. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg
- D4. Darparu cyngor, arweiniad, trefniadau cynefino a chefnogaeth academaidd

## **E: Aseu'r deilliannau dysgu a chyflawniadau'r dysgwyr**

- E1. Cynllunio strategaethau aseu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
- E2. Defnyddio amrywiaeth o ddulliau aseu priodol i gynnal asesiadau teg a dibynadwy
- E3. Sicrhau bod dysgwyr yn cael adborth ysgrifenedig a llafar, sy'n glir ac yn adeiladol, o fewn cyfnod priodol
- E4. Cadw cofnodion aseu a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, rhieni, cyflogwyr, cyrff dyfarnu

## **F: Ystyried a chlориannu eich perfformiad eich hun a chynllunio at y dyfodol**

- F1. Cloriannu 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:**

- G1. Ymgymryd â rôl Tiwtor Personol, Rheolwr Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd a Chydlynnydd Cwricwlwm.
- G2. Goruchwylio arholiadau ac asesiadau fel bo'r angen

## **H: Cyfrifoldebau Cyffredinol**

- H1. Cydymffurfio â pholisi Diogelwch, Iechyd a'r Amgylchedd Diwygiedig y Grŵp er mwyn cynnal amgylchedd gwaith ac amgylchedd addysgu diogel
- H2. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais eich rheolwr atebol, Uwch Gyfarwyddwr neu'r Prif Weithredwr

## **MANYLEB Y PERSON**

### **Gofynion Hanfodol:**

1. Gradd neu gymhwyster cyfatebol mewn maes cysylltiedig.
2. Cymhwyster addysgu priodol.
3. Profiad addysgu Seicoleg yn llwyddiannus yn ddiweddar.

4. Y gallu i addysgu dysgwyr Lefel 'A', Sgiliau ar gyfer Astudio Pellach a Mynediad i Addysg Uwch.
5. Yn gallu ac yn fodlon darparu ar wahanol safleoedd a fydd yn cynnwys cyfuniad o'r Rhyl, Abergele a/neu Ddinbych a/neu Llandrillo-yn-Rhos.
6. Wedi cofrestru gyda Chyngor y Gweithlu Addysg (CGA) neu barodrwydd i wneud hynny.
7. Y gallu i ddefnyddio systemau a chymwysiadau TG.
8. Profiad o weithio gydag ystod amrywiol o bobl ifanc ac oedolion, ac empathi â hynny.
9. Sgiliau trefnu, rhyngpersonol a chyfathrebu rhagorol.
10. Hyblygrwydd a sgiliau gweithio mewn tîm.

**Gofynion Dymunol:**

1. Profiad o weithio mewn amgylchedd AB.
2. Y gallu i ddysgu Cymdeithaseg yn ogystal â Seicoleg.
3. Gwybodaeth a phrofiad o gyflwyno Bagloriaeth Cymru a/neu weithredu fel Tiwtor Personol.
4. Y gallu i addysgu a chyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg.
5. Cymhwyster ôl-raddedig perthnasol.

## **JOB DESCRIPTION**

- POST:** LECTURER IN PSYCHOLOGY
- STATUS:** FULL-TIME PERMANENT
- GRADE:** LECTURER GRADE - £27, 381 - £42, 325 PER ANNUM
- LOCATION:** RHYL CAMPUS (WITH SOME POTENTIAL DELIVERY IN ABERGELE AND/OR DENBIGH AND/OR RHOS-ON-SEA)

## **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.

### **1. 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

#### **2. 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 as required
- 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

### **3. 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

### **4. 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

### **5. 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 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 in a related area.
- 2. Appropriate teaching qualification.
- 3. Successful recent Psychology teaching experience.
- 4. Ability to teach A Level, Skills for Further Study and Access to Higher Education learners.
- 5. Able and willing to deliver at different sites which will include a combination of Rhyl, Abergele and/or Denbigh and/or Rhos-on-Sea
- 6. Registered with the Education Workforce Council (EWC) or willingness to do so.
- 7. Ability to use IT systems and applications.
- 8. Experience of, and empathy with, working with a diverse range of young people and adults.
- 9. Excellent organisation, interpersonal and communication skills.
- 10. Flexibility and team working skills.

### **Desirable Requirements:**

1. Experience of working within an FE environment.
2. Ability to teach Sociology in addition to Psychology.
3. Knowledge and experience of delivering Welsh Baccalaureate and/or acting as a Personal Tutor.
4. Ability to teach and communicate effectively in Welsh and English.
5. A relevant post graduate qualification.