

SWYDD DDISGRIFIAD

TEITL Y SWYDD:

SWYDDOG LLES

STATWS

DROS DRO, HYD AT 7 GORFFENNAF 2023

CYFLOG

**GRADDFA 4, PWYNTIAU 21-24
£21, 806 - £23, 733 Y FLWYDDYN**

ORIAU GWAITH

37 AWR YR WYTHNOS

LLEOLIAD Holl gampysau Coleg Meirion-Dwyfor, amserlen flynyddol i'w gytuno gyda Rheolwr Gwasanaethau i Ddysgwyr

YN ATEBOL I: Rheolwr y Gwasanaethau i Ddysgwyr a Phennaeth Cynorthwyol Gwasanaethau i Ddysgwyr

Pwrpas y Swydd

Sicrhau parhad amgylchedd dysgu cynhwysol drwy ddarparu cefnogaeth i ddysgwyr, gan gynnig gwasanaeth proffesiynol; cefnogaeth ym maes lles; gwybodaeth, cyngor ac arweiniad ar faterion sy'n ymwneud â lles emosiynol, corfforol a rhywiol. Mae'r gefnogaeth hon yn cynnwys cydweithio'n agos ag aelodau eraill o'r Gwasanaethau i Ddysgwyr, tiwtoriaid a thiwtorïaid personol ac asiantaethau allanol er mwyn cefnogi dysgwyr sydd mewn perygl o droi eu cefnau ar addysg.

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 gwsmerïaid.
2. Bod yn ymwybodol o holl bolisïau, 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. Sefydlu perthynas weithio dda gyda dysgwyr unigol er mwyn eu cynorthwyo yn ystod y cyfnod pontio wrth iddynt symud ymlaen i addysg, hyfforddiant neu gyflogaeth lawn amser.
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2. Defnyddio a rhannu gwybodaeth am ddysgwyr, gan gydymffurfio â deddfau ynghylch diogelu data a'r protocolau o ran rhannu gwybodaeth, er mwyn sicrhau bod trefniadau pontio a chyfleoedd datblygu'n cael eu rheoli'n effeithiol.
 3. Darparu arweiniad ar faterion lles emosiynol, corfforol ac iechyd rhywiol i ddysgwyr gyda'r nod o gynorthwyo i ddal gafael ar ddysgwyr.
 4. Darparu gwasanaeth personol a chyfrinachol ar faterion lles i ddysgwyr yn cynnwys mentora.
 5. Cynnig gwybodaeth a chynghor ar faterion lles yn ôl y galw ar fyr rybudd, neu ar unwaith mewn achos o argyfwng.
 6. Trefnu bod staff arbenigol ar gael i ddysgwyr a chyfeirio dysgwyr at asiantaethau cefnogi priodol yn ôl y galw er mwyn cefnogi eu hanghenion.
 7. Bod yn bwynt cyswllt a chysylltu ag asiantaethau allanol er mwyn cefnogi Plant sy'n Derbyn Gofal, Rhai sy'n Gadael Gofal a Gofalwyr Ifanc sydd wedi cofrestru yng Ngholeg Meirion-Dwyfor.
 8. Cadw golwg ar bresenoldeb dysgwyr penodol ac ar y cynnydd a wnânt, gan gynnig anogaeth, arweiniad a chefnogaeth ymarferol iddynt, fel y bo'n briodol.
 9. Adnabod a chael gwared â ffactorau sy'n amharu ar bresenoldeb, perfformiad a chynnydd drwy ymyrryd yn uniongyrchol, drwy sefydlu trefniadau cefnogi, a phan fo angen, drwy gyfeirio'r unigolyn (yn unol â threfn y cytunwyd arni) at arbenigwyr i gael cymorth.
 10. Cadw mewn cysylltiad â'r staff addysgu a staff cefnogi eraill er mwyn helpu dysgwyr unigol i osod targedau ymarferol a phriodol, a chynorthwyo'r dysgwyr i gloriannu eu perfformiad eu hunain. Sicrhau bod targedau a chynlluniau gweithredu y cytunwyd arnynt yn cael eu cofnodi a'u cadw ar Gynlluniau Datblygu Unigol y dysgwyr.
 11. Cysylltu â darparwyr addysg, hyfforddiant a gwaith er mwyn meithrin gwybodaeth drylwyr am y cyfleoedd sydd ar gael i bobl ifanc.
 12. Hyrwyddo tîm lles y Gwasanaethau i Ddysgwyr yn fewnol a sefydlu perthynas weithio â thiwtoriadaid.
 13. Cymryd rhan, fel y bo'n briodol, mewn rhaglen o weithgareddau tiwtora a digwyddiadau cyfoethogi.
 14. Cynorthwyo i gasglu a gwirio data ynghylch cyrchfannau rhai sy'n gadael yn gynnar.
 15. Bod yn ymwybodol o'r deddfau sy'n ymwneud ag Amddiffyn Plant, a gweithredu'n unol â'r canllawiau a osodwyd.
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16. Sicrhau bod pob dysgwr yn cael cyfle cyfartal.
17. Bod yn ymwybodol o anghenion ychwanegol dysgwyr o leiafrifoedd ethnig mewn perthynas ag iaith a chyfle cyfartal, a gwybod pwy sydd angen cefnogaeth ychwanegol.
18. Mynychu cyfarfodydd rheolaidd ynghylch dysgwyr sydd mewn perygl o gefnu ar addysg, cyflogaeth a hyfforddiant (NEET).
19. Cadw cysylltiad agos â staff dynodedig Gyrfa Cymru er mwyn sicrhau bod dysgwyr dynodedig yn cymryd y camau sy'n angenrheidiol er mwyn iddynt barhau mewn addysg, hyfforddiant neu waith.

MANYLEB DEILIAD Y SWYDD

Nodweddion Hanfodol:

1. Profiad o weithio gyda phobl ifanc mewn amgylchedd addysgol.
2. Sgiliau rhifedd a llythrennedd o'r radd flaenaf, hyd at lefel 3.
3. Yn deall sut mae dysgwyr yn datblygu ac yn dysgu, a deall yn arbennig y pethau sy'n llesteirio cynnydd.
4. Yn gallu llunio cynlluniau gweithredu effeithiol i ddysgwyr sydd mewn perygl o dangyflawni.
5. Yn gwybod am y gwahanol wasanaethau/darparwyr cefnogi sydd ar gael i ddysgwyr yn lleol ac yn genedlaethol.
6. Yn gallu ymwneud yn dda â dysgwyr a chydweithwyr.
7. Yn gallu gweithio'n adeiladol fel aelod o dîm sy'n cynnwys cynrychiolwyr darparwyr lleol, Gyrfa Cymru ac asiantaethau cefnogi lleol.
8. Yn meddu ar sgiliau trefniadol ac yn gallu gweithio o'ch pen a'ch pastwn eich hun.
9. Ymwybyddiaeth o asiantaethau cefnogi lleol.
10. Y gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg.

Nodweddion Dymunol

1. Gwybodaeth ymarferol am y polisiau/codau ymarfer perthnasol ac ymwybyddiaeth o'r deddfau perthnasol.
 2. Cymhwyster Cymorth Cyntaf.
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3. Y gallu i deithio rhwng gwahanol gampysau'r Coleg.



JOB DESCRIPTION

POST TITLE	WELFARE OFFICER
STATUS	TEMPORARY, UNTIL 7TH OF JULY 2023
SALARY	SCALE 4, POINT 21-24 £21, 806 - £23, 733 PER ANNUM
WORKING HOURS	37 HOURS A WEEK
LOCATION	All Coleg Meirion-Dwyfor Campuses, annual schedule to be agreed by Learner Services Manager
REPORTING TO	Learner Services Manager and Assistant Principal Learner Services

Job Purpose

To ensure continuation of an inclusive learning environment by providing support to learners by offering a professional service of welfare support; emotional, physical and sexual well-being information advice and guidance. This support includes working closely with other members of Learner Services, tutors and personal tutors and external agencies to support learners at risk of disengaging.

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.
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4. To undertake appropriate training and staff development to support the effective delivery of duties and services.

Main Duties and Responsibilities

1. To establish good working relationships with the individual learners in order to support them in the process of transition and progression to full-time education, training or employment.
 2. To access and share learner information in accordance with data protection legislation and information-sharing protocols to ensure that transition and progression opportunities are managed effectively.
 3. To provide welfare and well-being guidance regarding emotional, physical and sexual health to learners with the aim of supporting the retention of learners.
 4. To provide a personal and confidential welfare service to learners to include mentoring.
 5. To offer welfare information and advice when required at short notice, or immediately in a crisis situation.
 6. Arrange for learners to gain access to specialist staff and refer to appropriate support agencies as required to support the needs of the student.
 7. To act as a point of contact and liaise with external agencies to support all Looked after Children, Care Leavers and Young Carers enrolled at Coleg Meirion Dwyfor.
 8. To monitor the progress and attendance of designated learners, and to offer encouragement, guidance and practical support where appropriate.
 9. To identify and remove the barriers to attendance, performance and progression by direct intervention, by developing support mechanisms and, when necessary, by referring, through agreed procedures, the individual learner to specialists for help.
 10. To liaise with teaching staff and other support staff in helping individual learners set realistic and appropriate targets and to support them in gauging their own performance. To ensure that targets and agreed action plans are recorded and maintained on the learners ILP.
 11. To liaise with providers of education, training and employment in order to develop a sound understanding of the information and opportunities available to young people.
 12. To promote the Learner Services' welfare team on an internal basis and establish working relationships with tutors.
 13. To be involved as appropriate in a programme of tutorial activities and enrichment events.
 14. To assist in the collation and verification of destination and Early Leavers data.
 15. To be aware of Child Protection legislation and operate within the set guidelines.
 16. To ensure that all individual learners have equality of opportunity.
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17. To be aware of the additional needs of ethnic minority individual learners in relation to language and equal opportunities and those needing additional support.

18. To attend regular meetings to discuss those at risk of becoming NEET.

19. To liaise closely with Careers Wales designated staff to ensure that designated learners take the steps necessary to continue to access education, training or employment.

PERSONAL SPECIFICATION

Essential Qualities:

1. Experience of working with young people in an educational environment
2. Excellent numeracy and literacy skills to level 3.
3. Understanding of learner development and learning processes and in particular, barriers to progression.
4. Ability to plan effective actions for learners at risk of underachieving.
5. Understanding of the range of local and national support services/providers.
6. Ability to relate well to learners and colleagues.
7. Ability to work constructively as part of a team, including representatives from local providers, Careers Wales and local support agencies.
8. Organisational skills and ability to work on own initiative.
9. Awareness of local support agencies
10. Ability to communicate effectively through the medium of Welsh and English.

Desirable Qualities

1. Working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
 2. First aid qualification.
 3. Ability to travel between College campuses.
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