

## SWYDD DDISGRIFIAD

**SWYDD:** **GWEINYDDWR CYMORTH DYSGU - TREFNIADAU MYNEDIAD I ARHOLIADAU**

**STATWS:** **Parhaol**

**TELERAU'R SWYDD:** **30 awr yr wythnos am 38 wythnos y flwyddyn**

**CYFLOG:** **Graddfa 3 pwynt 17-20, £14,119.69 - £15,119.25 y flwyddyn**  
£19,980.60 - £21,395.07 y flwyddyn ar sail Llawn Amser,  
Blwyddyn llawn.

**LLEOLIAD:** **Coleg Menai / Meirion-Dwyfor - Campws Pwllheli**

**YN ATEBOL I:** **RHEOLWR ANGHENION DYSGU YCHWANEGOL (ADY) Y GRŴP**

### PRIF BWRPAS

Gan weithio yn y tîm Anghenion Dysgu Ychwanegol bydd deiliad y swydd yn darparu cymorth gweinyddol hanfodol gan ganolbwyntio'n benodol ar Drefniadau Mynediad i Arholiadau a'r tasgau gweinyddol sy'n gysylltiedig â hynny.

Darparu cefnogaeth weinyddol effeithiol ac effeithlon i'r tîm Cymorth Dysgu mewn perthynas â Threfniadau Mynediad i Arholiadau.

Cysylltu a gweithio'n agos gyda'r Asesydd Trefniadau Mynediad i Arholiadau, y Cydlynwyr Cymorth Dysgu, y dysgwyr, y rhieni/gwarcheidwaid a'r swyddog arholiadau er mwyn sicrhau bod y trefniadau a'r cymorth sy'n gysylltiedig â mynediad i arholiadau yn cael eu rheoli a'u darparu i bob myfyriwr a ddynodwyd.

Bydd disgwyl i chi gymryd rhan mewn gweithgareddau hyfforddi staff perthnasol a meithrin y sgiliau sydd eu hangen i fod mor effeithiol â phosibl yn y swydd.

Disgwylir i Weinyddwyr Trefniadau Mynediad gyflawni eu dyletswyddau'n unol â gweithdrefnau Grŵp Llandrillo Menai ynghylch Trefniadau Mynediad i Arholiadau, Rheoliadau'r Cyd-gyngor Cymwysterau a System Ansawdd y Coleg.

### PRIF DDYLETSWYDDAU

1. Hwyluso'r drefn o weithredu a chymeradwyo trefniadau mynediad i arholiadau ar gyfer myfyrwyr ar gampysau GLIM.
2. Cysylltu â thiwtoriaid, dysgwyr, yr asesydd trefniadau mynediad i arholiadau a rhieni (pan fo angen) mewn modd proffesiynol er mwyn gwneud cais amserol ac ymatebol am Drefniadau Mynediad i Arholiadau.
3. Casglu adborth gan diwtoriaid mewn perthynas â Threfniadau Mynediad i Arholiadau

4. Cynnal y System Rheoli Cymorth Dysgu yn ôl yr angen er mwyn cofnodi Trefniadau Mynediad Myfyrwyr
5. Cysylltu â'r Asesydd Trefniadau Mynediad i Arholiadau i gadarnhau asesiadau dysgwyr ac i drefnu apwyntiadau.
6. Cynnal adnodd sgrinio GL Exact a pharatoi ar gyfer sesiynau sgrinio.
7. Cysylltu â Chydlynwyr Cymorth Dysgu er mwyn sicrhau bod ffyrdd gweithio arferol y myfyrwyr a ddynodwyd yn cael eu cofnodi ar y System Rheoli Cymorth Dysgu a bod y wybodaeth ofynnol yn cael ei chasglu ar gyfer ceisiadau.
8. Cysylltu â'r Swyddog Arholiadau ynghylch trefniadau mynediad.
9. Sicrhau bod trefniadau paratoi a monitro ar waith yn ystod cyfnodau arholi ac asesu.
10. Archebu ystafelloedd a darllenwyr cyfrifiaduron yn ôl yr angen ar gyfer asesiadau a gynhelir yn yr ystafell ddosbarth.
11. Cadw cofnodion cywir a pharatoi ffeiliau'n barod ar gyfer arolygiadau'r Cyd-bwyllgor Cymwysterau.
12. Cadw cofnodion a ffeiliau myfyrwyr mewn perthynas â threfniadau mynediad, gan gynhyrchu nodiadau a dogfennau diogelu data'n ôl y galw.
13. Sicrhau dealltwriaeth o reoliadau'r Cyd-bwyllgor Cymwysterau
14. Sicrhau bod myfyrwyr yn gwybod sut i ddefnyddio'r trefniadau mynediad a gytunwyd yn ystod asesiadau ac arholiadau.
15. Gall y swydd gynnwys teithio a gweithio ledled y gwahanol gampysau.
16. Ar adegau bydd y swydd yn golygu gweithio gyda'r nos ac ar benwythnosau, e.e. digwyddiadau pontio a digwyddiadau agored.
17. Yn unol â'r raddfa gyflog, ymgymryd ag unrhyw waith arall i gefnogi'r tîm ADY a all fod ei angen i ymdrin â newidiadau yn y galw.

## **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 bolisiau, gweithdrefnau, arferion gwaith a rheoliadau'r coleg, a gweithio'n unol â hwy fel y bo'n berthnasol. Cydymffurfio'n benodol â Chynllun Cydraddoldeb, Polisi Diogelu, Rheoliadau Ariannol, Polisi Iechyd a Diogelwch a Chod Ymddygiad Grŵp Llandrillo Menai.
3. Ymgymryd â hyfforddiant a gweithgareddau datblygu staff priodol i'ch cynorthwyo i

gyflawni eich dyletswyddau a darparu gwasanaethau'n effeithiol.

4. Cymryd rhan y system arfarnu'r Coleg a datblygu sgiliau personol yn barhaus er mwyn sicrhau bod y Coleg yn cynnal safon ei ddarpariaeth flaengar ac yn dilyn arferion gorau bob amser.
5. Gweithio'n unol â gwerthoedd y Grŵp a Safonau Proffesiynol Cyngor y Gweithlu Addysg.
6. Cynorthwyo i gyflawni dyletswyddau eraill y Gwasanaethau Academaidd yn ôl yr angen ac yn unol â chyfnodau prysur a thawel trwy gydol y flwyddyn academaidd, ac ysgwyddo cyfrifoldebau ychwanegol ar gais Cyfarwyddwr y Gwasanaethau i Ddysgwyr neu Reolwr ADY y Grŵp.

### **MANYLEB DEILIAD Y SWYDD:**

#### **Nodweddion Hanfodol:**

- Cymwysterau hyd at Lefel 2 o leiaf sy'n cynnwys Llythrennedd a Rhifedd.
- Profiad blaenorol o weithio mewn sefydliad addysgol
- Y gallu i weithio mewn modd gofalus a threfnus
- Y gallu i flaenoriaethu a threfnu'r llwyth gwaith yn effeithiol
- Y gallu i weithio'n gyflym ac yn gywir ac i gwblhau gwaith mewn pryd
- Y gallu i gadw cyfrinachedd.
- Y gallu i weithio ar eich liwt eich hun ac i fod yn rhagweithiol.
- Profiad o gadw ffeiliau a chofnodion manwl.
- Profiad o gyfathrebu mewn modd manwl a pharhaus gydag amrywiaeth o bobl.
- Y gallu i weithio mewn tîm ac i weithio'n annibynnol.
- Sgiliau cyfathrebu a sgiliau rhyngpersonol effeithiol a'r gallu i weithio gydag amrywiaeth eang o ddysgwyr a staff.
- Sgiliau TG da.
- Ymrwymiad i ddatblygiad proffesiynol parhaus
- Y gallu i deithio rhwng campysau.
- Y gallu i gyfathrebu'n rhugl drwy gyfrwng y Gymraeg a'r Saesneg (ar lafar ac yn ysgrifenedig).

#### **Nodweddion Dymunol:**

- Profiad o ddefnyddio meddalwedd Google
- Profiad o weithio mewn sefydliad ôl-16
- Dealltwriaeth o ganllawiau'r Cyd-bwyllgor Cymwysterau a throsolwg o Drefniadau Mynediad
- Dealltwriaeth o'r ystod o Anghenion Dysgu Ychwanegol a all arwain at gais am drefniadau mynediad.
- Cymhwyster ym maes Gweinyddu Trefniadau Mynediad

## JOB DESCRIPTION

**POST: LEARNING SUPPORT ADMINISTRATOR - EXAM ACCESS ARRANGEMENTS**

**STATUS: Permanent**

**VACANCY TERMS: 30 hours per week over 38 weeks**

**SALARY: Grade 3 point 17-20, £14,119.69 - £15,119.25 per annum  
£19,980.60 - £21,395.07 per annum based on full time, full year**

**LOCATION: Coleg Menai Meirion Dwyfor - Pwllheli campus**

**ACCOUNTABLE TO: GRŴP ADDITIONAL LEARNING NEEDS (ALN) MANAGER**

### KEY PURPOSE

Working within the Additional Learning Needs team the postholder will provide essential administrative support with a particular focus on Exam Access Arrangements and the administrative tasks associated with the organisation of the arrangements.

To provide efficient and effective administrative support to the Learning Support Department in relation to Exam Access Arrangements.

To liaise and work closely with the Exam Access Arrangements Assessor, Learning Support Co-ordinators, learners, tutors, parents / guardians and examinations officer to successfully ensure exam access arrangements and support are managed and delivered for all appropriately identified students.

There will be an expectation to participate in relevant staff training activities and to develop the skills necessary to be as effective as possible in this role.

Access Arrangement Administrators will be expected to carry out their duties in accordance with Grŵp Llandrillo Menai Access Arrangement Procedures and Joint Qualification Council Regulations and within the College Quality System.

### MAIN DUTIES

1. To facilitate the application and approval of exam access arrangements (EAA) for students across GLLM campuses.
2. To liaise with tutors, learners, exam access arrangements assessor and parents (where necessary) in a professional manner to initiate a timely and responsive application for Exam Access Arrangements
3. Collate feedback from tutors relating to Exam Access Arrangements (EAA)
4. Maintain the Learning Support Management System (LSM) as required to record students' Access Arrangements

5. Liaise with the Exams Access Arrangements Assessor to confirm learner assessments and arrange appointments.
6. Maintain the GL Exact Screening Tool and set up for screening sessions.
7. Liaise with Learning Support Co-ordinators to ensure that normal ways of working for identified students are captured on the Learning Support Management System and that required evidence is collated for applications.
8. Liaise with Examinations Officer applications for access arrangements.
9. Ensure monitoring and preparations are in place during exam and assessment periods.
10. Book rooms and computer readers for in-class assessments as required.
11. Keep accurate records and prepare files ready for JCQ inspections.
12. Maintain student records and files in relation to access arrangements, producing notes and data protection paperwork as required .
13. Maintain a working knowledge of the Joint Council for Qualifications (JCQ) regulations
14. Ensure that students know how to use agreed access arrangements during assessments and examinations.
15. The role may include travelling and working across different campuses.
16. The role may require occasional evening and weekend work as agreed e.g. transition and opening events.
17. Other reasonable duties commensurate with the grade to support the Grŵp ALN team to meet changes in demand.

## **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 Equality Plan, 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. Participate on the College appraisal system and continually develop own competencies to ensure the College maintains its leading edge provision and always offers the best practice.
5. Work in accordance with Grŵp values and EWC Professional Standards.
6. To support other services within Academic Services as and when required, to complement work flow throughout the academic year and to undertake any additional responsibilities requested by the Director of Learner Services or Grŵp ALN Manager.

### **PERSON SPECIFICATION:**

#### **Essential Qualities:**

- At least Level 2 qualifications to include Literacy & Numeracy.
- Previous experience within an educational setting
- Ability to work in an organised and methodical manner
- Ability to prioritise and manage workload effectively
- Ability to work quickly, accurately and to deadlines
- Ability to maintain confidentiality.
- Ability to use own initiative and work proactively.
- Experience of maintaining detailed files and records.
- Experience of maintaining detailed and ongoing communication with a range of people.
- Ability to work as part of a team and to work independently.
- Effective communication skills and interpersonal skills and ability to work with a diverse range of learners and staff.
- Good IT skills.
- Commitment to continuous professional development
- Ability to travel between campuses.
- The ability to communicate fluently (spoken and written) through the medium of Welsh and English.

#### **Desirable Qualities:**

- Experience of using Google software
- Experience of working in a post 16 setting
- Knowledge of JCQ guidance and requirements and an overview of Access Arrangements
- Knowledge of the range of Additional Learning Needs that can lead to access arrangements being requested.
- Access Arrangements Administration qualification