

Job Title: Lecturer

Salary: ALS1 – ALS4:– Unqualified
MG1 – UP1:- Qualified

Reports to: Curriculum Area Manager

JOB DESCRIPTION

Job Purpose

To teach and act as Group Tutor for specific courses, and to manage specified programmes, according to College standards and procedures, qualifications and experience.

Key Responsibilities

- Teach an agreed load of no more than 835 hours annually
- Co-ordinate, participate in and/or manage admissions, pastoral services, curriculum delivery, tracking, learning, progression, added value, quality assurance and review for specific groups, courses and/or programmes on a day to day basis
- Liaise with external links and College staff to ensure all policies and procedures relating to delivery, standards and course development are met.
- Design and implement learning and assessment plans and materials and adhere to Internal Verification systems.
- Implement agreed College policies and standards with regard to internal and external criteria.
- Where appropriate, offer guidance to develop learning and assessment materials and delivery in line with expertise.
- Co-ordinate, monitor, contribute to and review processes related to self-assessment, quality assurance and self critical team evaluation for specified programmes.
- Advise College management on resource needs and quality issues.
- Participate in Personal Professional Development activities.
- Comply with all cross-College Policies and Procedures.
- Any other duties commensurate with position, qualifications and experience.
- All lecturing staff will be required to undertake the **full** PGCE qualification before being eligible to move to the MG scale and progress incrementally through the scale.
- Following commencement of employment at Pembrokeshire College, the normal time-scale for PGCE attainment is **3 years**.
- To work to the highest professional standards in accordance with the Code of Conduct and Ethical Working Policy and to comply fully with the College's commitment to equality and diversity.

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 proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to 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.
- To participate in relevant industrial opportunities as identified by the line manager.
- 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.
- All College employees are required 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.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

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
Qualifications & Training	- Relevant professional qualification at an appropriate level - If not held, undertake and achieve a recognised teaching qualification at level 4 or above within 3 years of commencing employment - If not held, undertake and achieve an Assessor qualification within an agreed timescale - if required within the post	- Hold a teaching qualification at level 4 or above - Hold a relevant Assessor qualification	Application Form
Knowledge & Experience	Recent relevant industrial or specialist experience	Recent relevant teaching experience	Application Form/ Interview
Skills & Abilities	- Excellent communication skills (oral and written) and effective interpersonal skills - Excellent organisational and administrative skills - Able to work accurately towards targets and deadlines.	Ability to meet and greet in welsh for the purpose of providing customer service.	Interview
Personal Attributes	- Ability to communicate effectively with students from a wide range of abilities - Ability to work as a member of a team		Interview
Special Requirements	Suitable to work with children and vulnerable adults.		Application Form/ Interview

Teitl y Swydd: Darlithydd

Cyflog: ALS1 – ALS4:- Heb gymhwyso
MG1 – UP1: - Cymwysedig

Yn atebol i: Rheolwr Maes Cwricwlwm

DISGRIFIAD SWYDD

Pwrpas y swydd

Dysgu a gweithredu fel Tiwtor Grŵp ar gyfer cyrsiau penodol, a rheoli rhaglenni penodedig, yn unol â safonau a gweithdrefnau'r Coleg, cymwysterau a phrofiad.

Cyfrifoldebau Allweddol

- Dysgu llwyth y cytunwyd arno o ddim mwy na 835 o oriau y flwyddyn
- Cydlynu, cymryd rhan mewn a/neu reoli derbyniadau, gwasanaethau bugeiliol, cyflwyno'r cwricwlwm, tracio, dysgu, dilyniant, gwerth ychwanegol, sicrhau ansawdd ac adolygu ar gyfer grwpiau, cyrsiau a/neu raglenni penodol o ddydd i ddydd
- Cysylltu â chysylltiadau allanol a staff y Coleg i sicrhau bod yr holl bolisiau a gweithdrefnau sy'n ymwneud â chyflwyno, safonau a datblygu cyrsiau yn cael eu bodloni
- Cynllunio a gweithredu cynlluniau a deunyddiau dysgu ac asesu a chadw at systemau Dilysu Mewnol
- Gweithredu polisiau a safonau'r Coleg y cytunwyd arnynt mewn perthynas â meini prawf mewnol ac allanol
- Lle bo'n briodol, cynnig arweiniad i ddatblygu deunyddiau a chyflwyno dysgu ac asesu yn unol ag arbenigedd
- Cydlynu, monitro, cyfrannu at ac adolygu prosesau sy'n gysylltiedig â hunan-asesu, sicrhau ansawdd a gwerthuso tîm hunanfeirniadol ar gyfer rhaglenni penodol
- Cyngori rheolwyr y Coleg ynghylch anghenion adnoddau a materion ansawdd
- Cymryd rhan mewn gweithgareddau Datblygiad Proffesiynol Personol
- Cydymffurfio â'r holl Bolisiau a Gweithdrefnau traws-golegol
- Unrhyw ddyletswyddau eraill sy'n gymesur â'r swydd, cymwysterau a phrofiad
- Bydd yn ofynnol i bob aelod o staff dysgu gyflawni'r cymhwyster TAR **llawn** cyn bod yn gymwys i symud i'r raddfa MG a symud ymlaen yn gynyddrannol trwy'r raddfa
- Yn dilyn dechrau cyflogaeth yng Ngholeg Sir Benfro, yr amserlen arferol ar gyfer cyflawni'r cwrs TAR yw **3 blynedd**
- Gweithio yn unol â'r safonau proffesiynol uchaf yn unol â'r Côt Ymddygiad a Pholisi Gweithio Moesegol a chydymffurfio'n llawn ag ymrwymiad y Coleg i gydraddoldeb ac amrywiaeth

Cyfrifoldebau Cyffredinol

- Gweithredu o fewn cyfyngiadau cyllidebol, a sicrhau rheolaeth ariannol a gwerth am arian ym mhob gweithgaredd.
- Cyfrannu at ddiwylliant o welliant parhaus.
- Dangos ymddygiadau sy'n gyson ag arddull reoli agored, gynhwysol a chyfranogol.
- Cymryd rhan mewn gweithgareddau datblygiad proffesiynol personol.
- Cydymffurfio â'r holl Bolisiau a Gweithdrefnau traws-Goleg a chymryd cyfrifoldeb penodol am ymrwymiad y Coleg i amrywiaeth, cyfle cyfartal ac am gynnal amgylchedd gwaith diogel ac iach.
- Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â'r swydd, cymwysterau a phrofiad.
- Cadw'n gyfoes â'r holl wybodaeth a datblygiadau arbenigol perthnasol - gan gynnwys deddfwriaeth - ac asesu effeithiau, gan sicrhau eu bod yn cael eu lledaenu neu eu gweithredu'n briodol.
- Annog staff i ymgymryd â chyfleoedd diwydiannol fel rhan o weithgaredd ysgolheigaidd fel sy'n briodol
- Cydymffurfio â'r holl ofynion hyfforddi gorfodol gan gynnwys traws-Goleg a'r rhai sy'n benodol i rôl y swydd
- Gweithio i'r safonau proffesiynol uchaf yn unol â'r Cod Ymddygiad Staff a chydymffurfio'n llawn ag ymrwymiad y Coleg i gydraddoldeb ac amrywiaeth.
- Diogelu a hyrwyddo lles plant ac oedolion sydd mewn perygl.
- Cadw at Bolisi Diogelu Data a chanllawiau Cyfathrebu Electronig y Coleg gan gynnwys e-bost a'r rhyngwyd.
- Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun, a diogelwch pobl eraill yn unol â pholisiau a gweithdrefnau'r Coleg.

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MANYLION AM YR UNIGOLYN

Meini Prawf Dethol	Hanfodol	Dymunol	Dull Asesu
Cymwysterau a Hyfforddiant	- Cymhwyster proffesiynol perthnasol ar lefel briodol - Yn meddu ar neu weithio tuag at ennill cymhwyster dysgu cydnabyddedig ar lefel 4 neu uwch o fewn 3 blynedd o ddechrau gweithio - Yn meddu ar neu weithio tuag at ennill cymhwyster Asesydd o fewn amserlen a gytunwyd - os oes angen o fewn y swydd	- Yn meddu ar gymhwyster dysgu ar lefel 4 neu uwch - Yn meddu ar gymhwyster Asesydd perthnasol	Ffurflen gais
Gwybodaeth a Phrofiad	Profiad diwydiannol neu arbenigol perthnasol diweddar	Profiad dysgu perthnasol diweddar	Ffurflen gais / Cyfweliad
Sgiliau a Gallu	- Sgiliau cyfathrebu rhagorol (llafar ac ysgrifenedig) a sgiliau rhyngbersonol effeithiol - Sgiliau trefnu a gweinyddu rhagorol - Y gallu i weithio'n gywir tuag at dargedau a therfynau amser		Cyfweliad
Nodweddion Personol	- Y gallu i gyfathrebu'n effeithiol gyda myfyrwyr o ystod eang o alluoedd - Y gallu i weithio fel aelod o dîm		Cyfweliad
Gofynion Arbennig	- Sgiliau Cymraeg ysgrifenedig a llafar rhagorol - Ymrwymiad i ddatblygiad personol parhaus		Ffurflen gais / Cyfweliad

(Bydd y Coleg yn cefnogi'r Cymhwyster Hyfforddi Athrawon)

Mae'r ddogfen hon ar gael yn Saesneg | This document is available in English