

<b>Teitl y Swydd</b>	<b>Cydlynnydd Galwedigaethol DSW</b>
<b>Gradd/Graddfa</b>	<b>S01</b>
<b>Adrodd i:</b>	<b>Pennaeth yr Ysgol Dysgu Seiliedig ar Waith</b>

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### **Pwrpas y swydd**

Rheolaeth weithredol y tîm Dysgu Seiliedig ar Waith Adeiladwaith

### **Prif Ddyletswyddau a Chyfrifoldebau**

- Hyrwyddo a chyflawni gweledigaeth, gwerthoedd ac ymddygiadau corfforaethol y Coleg.
- Hyrwyddo cysylltiadau proffesiynol cadarnhaol â chwsmeriaid gan gynnwys staff a dysgwyr.
- Hyrwyddo cynllun strategol y Coleg a'i werthoedd a bod yn sbardun newid a menter.
- Bod yn falch o Goleg y Cymoedd a chwarae rhan weithredol mewn diwylliant “Un Coleg” sy'n canolbwyntio ar gryfhau'r cymoedd drwy addysg, sgiliau a hyfforddiant rhagorol.
- Bod yn rhagweithiol ac yn hyblyg wrth ymateb i anghenion y busnes a marchnadoedd cyfnewidiol er mwyn llwyddo.
- Cydlynu'r ddarpariaeth dysgu seiliedig ar waith mewn llwybrau Adeiladwaith.
- Cydlynu'r recriwtio ar gyfer dysgu seiliedig ar waith Adeiladwaith yn unol â'r targedau
- Cydlynu gwaith aseswyr Adeiladwaith a chwblhau gweithgareddau monitro ansawdd a pherfformiad.
- Creu cysylltiadau â busnesau lleol / rhanbarthol newydd i gynyddu gweithgarwch dysgu seiliedig ar waith Adeiladwaith.
- Arwain tîm y rhaglen, gan sicrhau bod llwyth achosion aseswyr yn cael eu cynnal yn unol â chontractau.
- Cydlynu'r ddarpariaeth a sicrhau ansawdd gweithgarwch dysgu seiliedig ar waith Adeiladwaith.
- Datblygu perthnasoedd cadarnhaol ag adrannau ar draws y coleg i gydlynu'r maes yn effeithiol.
- Cynhyrchu adroddiadau cyflogwyr bob tymor a darparu adborth perthnasol i gyflogwyr
- Cydlynu darpariaeth contractau allanol gan gynnwys CITB, Canolfan Arloesi Adeiladwaith Cymru (CWIC) a rhaglenni eraill a ariennir gan Lywodraeth Cymru.
- Cynnal archwiliadau iechyd a diogelwch cychwynnol cyn y lleoliad gwaith a monitro iechyd a diogelwch yn y gweithle yn barhaus.
- Cynrychioli'r Coleg ac Academi Sgiliau Cymru a gweithgorau a rhwydweithiau allanol
- Cydlynu prosesau recriwtio, asesu cychwynnol a sefydlu.
- Monitro recriwtio i sicrhau bod targedau'r rhaglen yn cael eu cyflawni.
- Monitro cynnydd a pherfformiad dysgwyr i sicrhau bod targedau'r rhaglen yn cael eu cyflawni

- Sicrhau bod y themâu trawsbynciol (e.e. ADCDF, SHC, y Gymraeg) wedi'u hymgorffori yn y prosesau cyflawni ac asesu.
- Cydlynu'r broses ddilysu fewnol ar gyfer y maes pwnc.
- Sicrhau bod dysgwyr y maes pwnc wedi'u cofrestru ar gyfer y cymwysterau priodol ac yn cwblhau eu cymwysterau yn yr amser a ddyrannwyd.
- Marchnata'r rhaglenni i gyflogwyr, darpar ddysgwyr ac asiantaethau allanol.
- Cynhyrchu adroddiadau cywir ac amserol i Bennaeth yr Ysgol ynghylch targedau a pherfformiad.
- Cefnogi Pennaeth yr Ysgol i ddatblygu strategaethau i gynnal hunaniaeth gref yn y Coleg a'r tu allan i'r Coleg.
- Cefnogi Pennaeth yr Ysgol i ddatblygu a chynnal gweithgareddau marchnata, recriwtio a chysylltiadau cyhoeddus cryf ac effeithiol.
- Cydymffurfio â pholisïau, gweithdrefnau ac arferion AD.
- Cydymffurfio â pholisïau, gweithdrefnau ac arferion Iechyd a Diogelwch.
- Cydymffurfio â Rheoliadau a Gweithdrefnau Ariannol
- Cefnogi Pennaeth yr Ysgol i sicrhau bod y targedau ar gyfer Dangosyddion Perfformiad Allweddol yn cael eu cyflawni.
- Cynorthwyo Pennaeth yr Ysgol i gynhyrchu adroddiadau hunanasesu.
- Cydlynu partneriaethau allanol, gyda rhanddeiliaid mewnol ac allanol.

### **Gweithgarwch Ychwanegol**

- Cydymffurfio'n weithredol â Pholisi Cyfle Cyfartal y Coleg
- Cymryd rhan ym mhroses Rheoli Perfformiad ac Adolygu'r Coleg a chyfrannu ati
- Mynychu cyfarfodydd staff a chyfarfodydd dysgu a datblygu yn ôl y galw
- Cydymffurfio'n weithredol â'r Rheoliadau Tân ac Iechyd a Diogelwch

Mae gan yr holl staff a gyflogir yng Ngholeg y Cymoedd y cyfrifoldeb dros ddiogelu a hyrwyddo lles myfyrwyr.

Cyflawni unrhyw ddyletswyddau eraill a fydd yn rhesymol eu hangen gan y Coleg, naill ai yn eich prif leoliad gwaith neu ar safleoedd eraill y Coleg, ac sydd yn gymesur â graddfa a chyfrifoldebau'r swydd

**Cytunwyd gan Ddeiliad y Swydd \_\_\_\_\_ Dyddiad**

**Cydnabyddir y gall dyletswyddau a chyfrifoldebau pob swydd newid o dro i dro a chaiff disgrifiadau swydd eu haddasu mewn ymgynghoriad â deiliad y swydd i gofnodi'r newidiadau hyn a fydd yn gymesur â gradd a chyfrifoldebau'r swydd.**



## **JOB DESCRIPTION**

**Job Title**      **WBL Occupational Coordinator**

**Grade/Scale**   **S01**

**Reporting to**   **Head of School for Work Based Learning**

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### **Purpose of the job**

Operational management of the Construction work-based learning team.

### **Key Duties & Responsibilities**

- To promote and deliver the College vision, values and corporate behaviours.
- Promote positive professional relationships with customers including staff and learners.
- Promote the College strategic plan and its values and be a driver of change and enterprise.
- To be proud of Coleg y Cymoedd and play an active role in a “One College” culture focused on making the valleys stronger through excellent education, skills and training.
- To be proactive, adaptable, and flexible to respond to the needs of the business and changing markets to be successful.
- Coordinate the delivery of work-based learning in Construction routes.
- Coordinate the recruitment within Construction work-based learning in line with targets
- Coordinate the work of assessors in Construction and complete quality and performance monitoring activities.
- Generate new local/ regional business relationships to increase Construction work-based learning activities.
- Lead the programme area team, ensuring assessor caseloads are maintained in line with contracts.
- Coordinate the delivery and quality assurance of Construction work-based learning activities.
- Develop positive relationships with cross college departments to effectively coordinate the area.
- Generate termly employer reports and provide relevant feedback to employers
- Coordinate the delivery of external contracts to include CITB, Construction Wales Innovation Centre (CWIC) and other Welsh Government funded programmes.
- Undertaking health and safety pre-placement audits and on-going monitoring of health and safety in the workplace.
  
- Represent the College and Skills Academy Wales and external working and network groups

- Coordinate recruitment, initial assessment, and induction processes.
- Monitor recruitment to ensure targets for the programme area are met.
- Monitor learner progress and performance to ensure targets for the programme area are met
- Ensure the cross-cutting themes e.g. ESDGC, ESWs, Welsh are incorporated into delivery and assessment processes.
- Coordinate the internal verification process for the area.
- Ensure learners within the area are registered for appropriate qualifications and complete their qualifications within allocated timeframes.
- Market the programmes to employers, potential learners and external agencies.
- Produce accurate and timely reports to the Head of School regarding targets and performance.
- Support the Head of School to develop strategies to maintain a strong identity both internally and externally to the College.
- Support the Head of School to develop and sustain strong and effective marketing recruitment and public relations activities.
- Comply with HR policies, procedures and practices.
- Comply with Health and Safety policies, procedures and practices.
- Comply with Financial Regulations & Procedures
- Support the Head of School in ensuring that the targets for Key Performance Indicators are achieved.
- Assist the Head of School to produce self-assessment reports.
- Coordinate external partnerships, both with internal and external stakeholders.

#### **Additional Activity**

- Actively comply with the College Equality of Opportunity Policy.
- Participate in and contribute to the College Performance Management and Review process.
- Attend staff meetings and learning and development as required.

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of students.

Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsibilities of the post.

**Agreed by Post Holder \_\_\_\_\_ Date**

**It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the grade and responsibilities of the post.**