

Please scroll down for the English version/ Sgroliwch i lawr ar gyfer y fersiwn Saesneg



<b>Teitl y Swydd</b>	Darlithydd
<b>Gradd/Graddfa</b>	Darlithydd Prif Radd
<b>Lleoliad</b>	Campws x
<b>Adroddiad i:</b>	Pennaeth Ysgol

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Dylid darllen y disgrifiad swydd hwn ar y cyd â'ch contract cyflogaeth a Chytundeb Cenedlaethol Dyrannu Llwyth Gwaith Darlithwyr Addysg Bellach yng Nghymru (gan y caiff ei amrywio o dro i dro).

#### **Pwrpas y swydd**

1. Dysgu'n effeithiol ar ystod o gyrsiau ac ar ystod o lefelau fel y cytunwyd gyda'ch rheolwr llinell.
2. Cefnogi dysgwyr i gyflawni canlyniadau llwyddiannus.
3. Cymryd rhan mewn gweithgareddau cadw a recriwtio fel sy'n briodol.
4. Gosod disgwyliadau uchel ar gyfer dysgwyr a chyfrannu at amgylchedd sy'n annog pob dysgwr i fod yn uchelgeisiol.

#### **Dyletswyddau a Chyfrifoldebau Allweddol**

- Paratoi deunyddiau addysgu, dysgu ac asesu priodol
- Cynllunio'n effeithiol i ddiwallu anghenion pob dysgwr
- Cyfeirio dysgwyr at gymorth arbenigol lle bo hynny'n briodol
- Sicrhau bod cynllunio, cyflwyno a rheoli addysgu a dysgu yn cydymffurfio â'r System Sicrhau Ansawdd (gan y caiff ei amrywio o dro i dro)
- Sefydlu a gweithredu rheolaeth effeithiol yn yr ystafell ddosbarth
- Cymryd rhan weithgar mewn gweithgareddau gwella ansawdd
- Gweithredu fel tiwtor cwrs os oes angen, gyda chyfrifoldeb dros fonitro a rheoli ansawdd cwrs neu grŵp o gyrsiau.

Ymgymryd â dyletswyddau eraill fel y bo'n rhesymol ofynnol, sydd gymesur â gradd a chyfrifoldebau darlithydd

#### **Cyfrannu at goleg sy'n perfformio'n dda**

- Monitro presenoldeb, prydlondeb ac ymddygiad a chynnig her i ddysgwyr os yw dysgwyr yn methu a chyrraedd disgwyliadau
- Gosod a monitro targedau gyda dysgwyr unigol trwy'r broses diwtorial a defnyddio system dracio'r coleg i gofnodi cynnydd dysgwyr
- Annog ac ysgogi arferion astudio cadarn a sicrhau fod dysgwyr yn ymwybodol o'r pwrpas a'r broses asesu
- Rhoi adborth strwythuredig, manwl ac adeiladol i ddysgwyr (ar lafar ac yn ysgrifenedig) o fewn amserlenni y cytunir arnynt

- Cofnodi canlyniadau asesiadau dysgwyr yn gywir fel sy'n briodol i'ch rôl
- Defnyddio amgylcheddau dysgu digidol i gefnogi darpariaeth fel y bo'n briodol
- Ymgymryd â dyletswyddau dilysu mewnol fel sy'n briodol i'ch rôl

#### **Perthnasoedd allweddol**

- Blaenoriaethu baich gwaith ar y cyd â'ch rheolwr llinell
- Gweithio'n effeithiol gydag aelodau eraill o dîm y cwrs i ddatblygu cyrsiau fel sy'n briodol i ddiwallu anghenion dysgwyr a'r ardal
- Gweithio gyda'r mentoriaid dysgu ac addysgu fel sy'n briodol i sicrhau bod safonau modern ac uchel o addysgu a dysgu yn cael eu datblygu a'u cynnal
- Cymryd rhan mewn diwrnodau agored a nosweithiau rhieni a chysylltu â rhieni / gwarcheidwaid fel y bo'n briodol
- Cysylltu'n effeithiol â chyflogwyr, asiantaethau gyrfaoedd, prifysgolion, cyrff dyfarnu a rhanddeiliaid eraill fel sy'n briodol a chymryd rhan mewn gweithgareddau marchnata a hyrwyddo.

#### **Gweithgarwch Ychwanegol**

- Dilyn Cod Ymddygiad Staff
- Cydymffurfio'n weithredol â phob polisi coleg
- Cymryd rhan ym mhroses rheoli perfformiad ac adolygu'r coleg a chyfrannu ati, a chwblhau o leiaf 30 awr o DPP bob blwyddyn a mynychu pob sesiwn DPP gorfodol.

Bydd gan bob aelod o staff a gyflogir yng Ngholeg y Cymoedd gyfrifoldeb dros ddiogelu a hyrwyddo lles myfyrwyr.

Ymgymryd â dyletswyddau eraill a ofynnir yn rhesymol gan y Coleg, naill ai yn eich prif le gwaith neu mewn safle arall yn y Coleg, sydd gymesur â gradd a chyfrifoldebau Darlithydd

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

**Cydnabyddir y gall dyletswyddau a chyfrifoldebau pob swydd newid o bryd i'w gilydd a gellir diwygio disgrifiadau swydd mewn ymgynghoriad â deiliad y swydd i adlewyrchu'r newidiadau hynny sydd gymesur â gradd a chyfrifoldebau Darlithydd**

## JOB DESCRIPTION

<b>Job Title</b>	Lecturer
<b>Grade/Scale</b>	Main Grade Lecturer
<b>Base</b>	X Campus
<b>Reporting to</b>	Head of School

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This job description should be read in conjunction with your *contract of employment* and the *National Agreement on Lecturer's Workload Allocation for Further Education in Wales* (as varied from time to time)

### **Purpose of the job**

1. Teach effectively on a range of courses and at a range of levels as agreed with your line manager.
2. Support learners to achieve successful outcomes.
3. Participate in retention and recruitment activities as appropriate.
4. Set high expectations for learners and contribute to an environment that encourages all learners to be aspirational.

### **Key Duties & Responsibilities**

- Prepare appropriate teaching, learning and assessment materials
- Effectively plan to meet the needs of all learners
- Refer learners for specialist support where appropriate
- Ensure the planning, delivery and management of teaching and learning complies with the Quality Assurance System (as varied from time to time)
- Establish and implement effective classroom management
- Actively participate in quality improvement activities
- Act as course tutor if required, with responsibility for monitoring and controlling the quality of a course or group of courses.

Undertake such other duties as may be reasonably required, commensurate with the grade and responsibilities of a lecturer

### **Contributing to a high performing college**

- Monitor attendance, punctuality and behaviour and provide challenge learners where learners fall short of expectations
- Set and monitor targets with individual learners through the tutorial process and use the college tracking system to record learner progress
- Encourage and stimulate sound study habits and ensure learners are aware of the purpose and process of assessment
- Provide learners with structured, detailed and constructive feedback (both oral and written) within agreed timescales
- Accurately record results of learner assessments as appropriate to your role

- Use digital learning environments to support delivery as appropriate
- Undertake internal verification duties as appropriate to your role

#### **Key relationships**

- Prioritise the operational workload in agreement with your line manager
- Effectively work with other course team members to develop courses as appropriate to meet the needs of learners and the region
- Work with the teacher and learning mentors as appropriate to ensure that modern and high standards of teaching and learning are developed and maintained
- Participate in open days and parents' evenings and liaise with parents / guardians as appropriate
- Liaise effectively with employers, careers agencies, universities, awarding bodies and other stakeholders as appropriate and participate in marketing and promotional activities.

#### **Additional Activity**

- Follow the Staff Code of Conduct
- Actively comply with all college policies
- Participate in and contribute to the college performance management and review process, achieve a minimum of 30 hours CPD per year and attend all compulsory CPD as directed

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for 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 a Lecturer

**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 a Lecturer**