Mentor Datblygiad Proffesiynol – Addysgu Dwyieithog

Professional Development Mentor – Bilingual Teaching

Yn atebol i:	**Pennaeth Sgiliaith**
Answerable to:	**Head of Sgiliaith**
Cyflog:	**Graddfa darlithydd / Lecturer grade**
Salary:	**£26,910 - £41,597**
Math o gytundeb:	**Llawn Amser, Parhaol**
Contract Type:	**Full Time, Permanent**
Lleoliad:	**I'w drafod**
Location:	**To be discussed**

Disgrifiad cyffredinol

Bydd deiliad y swydd yn gyfrifol am ddarparu hyfforddiant a mentora, yn bennaf i ymarferwyr ym maes addysg ôl-14 ar agweddau o addysgu dwyieithog.

Dyletswyddau a chyfrifoldebau

- Cyfrannu at gynllunio amrywiaeth o gyrsiau datblygiad proffesiynol ym maes addysgu dwyieithog
- Cyfrannu at hyfforddi a darparu adnoddau ar gyfer ymarferwyr (ee Pecyn Cymorth Ymarferol ar Ddwyieithrwydd, Cynllun Cymraeg Gwaith, cyrsiau TAOR colegau unigol, cyrsiau Methodolegau Addysgu Dwyieithog)
- Cymryd cyfrifoldeb am fentora staff, yn unigol ac mewn grwpiau, ar agweddau o addysgu dwyieithog

General description

The post holder is responsible for the delivery of training and mentoring, primarily for practitioners in post-14 education on aspects of bilingual teaching.

Duties and responsibilities

- Contribute to planning a variety of professional development courses in bilingual teaching
- Contribute to practitioner training and the provision of resources (eg Practical Toolkit on Bilingualism, Cymraeg Gwaith Scheme, individual college PGCE courses, Bilingual Teaching Methodologies courses)
- Take responsibility for mentoring staff, individually and in groups, on aspects of bilingual teaching

- Cyfrannu at drafodaethau gyda sefydliadau am anghenion datblygiad proffesiynol staff ym maes addysgu dwyieithog
- Cyfrannu at brosiectau ymchwil yn ôl y gofyn
- Cydweithio'n effeithiol gydag aelodau o dîm Sgiliaith a mynychu cyfarfodydd tîm yn ôl yr angen
- Cadw mewn cysylltiad â thîm Sgiliaith er mwyn hyrwyddo a marchnata cyrsiau yn ôl y gofyn
- Ymgymryd â rôl Rheolwr Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd a Chydlynydd Cwricwlwm
- Unrhyw ddyletswyddau rhesymol eraill sy'n gydnaws â'r swydd ar gais Pennaeth Sgiliaith

- Contribute to discussions with establishments about professional development needs in bilingual teaching
- Contribute to research projects as required
- Collaborate effectively with members of the Sgiliaith team and attend team meetings as required
- Keep in contact with the Sgiliaith team in order to promote and market courses as appropriate
- Undertake the role of Personal Tutor, Programme Leader, Internal Verifier and, if agreed with the programme manager, Lead Verifier or Curriculum Co-ordinator
- Any other duties which are compatible with the post, at the request of the Head of Sgiliaith

Disgrifiad person

Hanfodol

- Brwdfrydedd i hyrwyddo'r iaith Gymraeg
- Wedi derbyn addysg i lefel gradd neu gymhwyster proffesiynol gyfatebol
- Meddu ar gymhwyster TAOR neu arall
- Profiad o addysgu mewn cyd-destun dwyieithog
- Y gallu i gyfathrebu'n broffesiynol ac yn gywir yn Gymraeg a Saesneg ar lafar ac yn ysgrifenedig
- Y gallu i gyfathrebu'n effeithiol mewn sawl cyd-destun o fewn y sector Addysg Bellach yng Nghymru
- Hyfedredd mewn TG
- Yn gallu teithio o amgylch De Cymru, yn ôl yr angen; yn meddu ar drwydded yrru ddilys gyfredol ac â defnydd cerbyd

Person specification

Essential

- Enthusiasm to promote the use of Welsh
- Educated to degree level or equivalent professional qualification
- Relevant teaching qualification
- Experience of teaching in a bilingual context
- Ability to communicate professionally and accurately in Welsh and English, both orally and in writing
- The ability to communicate effectively in a range of situations within the Further Education sector in Wales
- Competency in IT
- Able to travel across South Wales, as necessary; in possession of a current valid driving licence and have access to a

- Y gallu i weithio'n hyblyg ac i berfformio'n dda o dan bwysau

- Yn meddu ar hunan gymhelliad, y gallu i weithio ar eich menter eich hun, a defnyddio'ch amser yn effeithiol

- Parodrwydd i dderbyn hyfforddiant perthnasol yn ôl y galw

car

- Able to work flexibly and perform well under pressure

- Self-motivated, able to act on own initiative and manage own time effectively

- Willingness to receive relevant training as required

Dymunol

- Profiad o addysgu ar ddarpariaeth hyfforddi ymarferwyr (TAOR neu arall)

- Profiad ac arbenigedd mewn datblygu rhaglenni addysg

Desirable

- Experience of teaching on practitioner training provision (PGCE or other)

- Experience and expertise in developing educational programmes