

## *1Come and join the team!*

### ADVERT

**ROLE TITLE:** Community Learning Tutor for Leisure & Wellbeing Courses

**ADVERT TEXT:** To deliver a course to a group of adult learners (16 years+) as directed by the Community Hub Manager (South) or Community Learning Lead.

**POST ID:** LATAB001

**LOCATION:** The post holder's normal place of work will be determined by class location and personal availability.

**GRADE:** Band E: SCP 17 (£14.51 per hour)

**HOURS:** 2 hours teaching, plus 1 hour preparation per class

**TEMPORARY:** Yes

**DBS CHECK:** No

**CLOSING DATE:** 5.00pm Thursday 1st June 2023

#### Additional Information

**Please note that we are not able to accept CVs**

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE PROFILE

**ROLE TITLE:** Community Learning Tutor for Leisure & Wellbeing Courses

**POST ID:** LATAB001

**GRADE:** Band E: SCP 17 (£14.51 per hour)

**HOURS:** 2 hours teaching, plus 1 hour preparation per class

**WORK PATTERN:** Tutors will be asked to deliver classes in line with the needs of the service. We deliver classes between 9.00am and 9.00pm. All class days and times are negotiable and can be organised around a tutors availability.

**LOCATION:** The post holder's normal place of work will be determined by class location and personal availability. This may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check):

(a) No DBS Required for this post

**RESPONSIBLE TO:** Community Hub Manager South

**WELSH LANGUAGE ASSESSMENT:** (b) Welsh language skills are desirable;

Adult Community Learning.....**Who are we?**

**SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

**Our Purpose:-**

At Monmouthshire Community Learning we offer a variety of opportunities to learn new skills and build on existing ones, which means we are keen to deliver a wide range of courses at a high standard. Our students are at the heart of our organisation, offering courses suitable for the whole community whether these be delivered online or in persons. We pride ourselves in having tutors that provide an exciting, challenging and rewarding experience for all learners. Furthermore it is important to us that our tutors benefit from a wide range of support and regular CPD opportunities.

**The Purpose of this Role:-**

To deliver a course to a group of adult learners (16 years+) as directed by the Community Hub Manager (South) or Community Learning Lead.

**Expectation and Outcomes of this Role:-**

The successful post holder will be expected to demonstrate sound tutoring skills, to meet the needs of customers accessing Adult Community Learning in Monmouthshire.

**Your responsibilities are to:-**

- Prepare, provide session plans, resource and deliver each individual session.
- Use appropriate and varied teaching and language strategies in order to fulfil the needs of Adult Learners and the subject discipline.
- Maintain all records of attendance including registers, withdrawals and transfers, according to Monmouthshire County
- Attend enrolment sessions, offer appropriate advice and guidance to prospective continuing Adult Learners and enrol Learners according to policy and procedure.
- Attend Staff/Team meetings when required.
- Observe and comply with all Monmouthshire County Council policy and procedure relating to the delivery of classes and courses off-site and outreach locations, and the management of volunteers.
- Comply with Monmouthshire County Council's Health and Safety and Risk Management policy and procedures – including the completion of all relevant documentation.
- Abide by Monmouthshire County Council's Equal Opportunities Policy.

**What else you need to know.....Monmouthshire Values are:**

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.



### Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

| REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                  | WEIGHTING                          | HOW TESTED                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|
| <b>1. EDUCATION/QUALIFICATION/ KNOWLEDGE</b>                                                                                                                                                                                                                                                                                                                  | E-Essential<br>D-Desirable         | A-Application Form<br>I-Interview        |
| <ul style="list-style-type: none"> <li>A teaching qualification or relevant teaching experience.</li> <li>A high standard of subject knowledge.</li> <li>Knowledge of Adult Community Learning.</li> </ul>                                                                                                                                                    | E<br><br>E<br>D                    | A<br><br>A<br>A                          |
| <b>2. EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                          |                                    |                                          |
| <ul style="list-style-type: none"> <li>Experience of delivering learning programmes to adults.</li> </ul>                                                                                                                                                                                                                                                     | D                                  | A/I                                      |
| <b>3. COMMUNICATION/INTERPERSONAL SKILLS</b>                                                                                                                                                                                                                                                                                                                  |                                    |                                          |
| <ul style="list-style-type: none"> <li>Excellent communication skills, both oral and written.</li> <li>Good information technology (IT) skills, including Microsoft Office packages.</li> </ul>                                                                                                                                                               | E<br><br>E                         | A/I<br><br>A                             |
| <b>4. APTITUDE AND SKILLS</b>                                                                                                                                                                                                                                                                                                                                 |                                    |                                          |
| <ul style="list-style-type: none"> <li>Good literacy and numeracy skills.</li> <li>Good organisational skills.</li> <li>Good time management skills.</li> <li>Demonstrate patience and empathy towards learners.</li> <li>Demonstrate a commitment to continued professional development.</li> <li>Have own transport and current driving licence.</li> </ul> | E<br>E<br>E<br>E<br><br>E<br><br>E | A<br>A/I<br>A/I<br>A/I<br><br>A<br><br>A |
| <b>5. EQUAL OPPORTUNITIES</b>                                                                                                                                                                                                                                                                                                                                 |                                    |                                          |
| <ul style="list-style-type: none"> <li>A willingness to abide by the Council's equal opportunities policy and Health and Safety policy, including undertaking appropriate awareness training.</li> </ul>                                                                                                                                                      | E                                  | A                                        |

**Training:**

To be prepared to undertake staff training identified through assessments and observations for any new developments to curriculum or services delivered through the Adult Community Learning.

**Should you require any further information regarding this post, please contact:  
Nikki Jones Community Learning Lead Tel: 07712 750900**

**Closing Date: 5.00pm Thursday 1st June 2023**

## WELSH LANGUAGE SKILLS FRAMEWORK

| LEVEL 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | READING                                                                                                                                                                    | WRITING                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>              | <ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>  |
| LEVEL 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | READING                                                                                                                                                                    | WRITING                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general</li> <li>➤ Can understand when people ask you do something</li> </ul>                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul> |
| LEVEL 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |

| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                     | READING                                                                                                                                                                                                                                                                                                                            | WRITING                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul> |
| <b>LEVEL 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                     | READING                                                                                                                                                                                                                                                                                                                            | WRITING                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>                             | <ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>                                                                                                                                                                              |
| <b>LEVEL 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.</i>                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                     | READING                                                                                                                                                                                                                                                                                                                            | WRITING                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>                                                        | <ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>                                                                                    |



## Dewch i ymuno gyda'r tîm!

### HYSBYSEB SWYDD

**TEITL Y RÔL:** Tiwtor Dysgu Cymunedol ar gyfer Cyrsiau Hamdden a Lles

**ADVERT TEXT:** Darparu cwrs i grŵp o ddysgwyr sy'n oedolion (16 mlwydd oed a'n hŷn) fel sydd yn cael ei gyfarwyddo gan y Rheolwr Hyb Cymunedol (De) neu'r Arweinydd Dysgu Cymunedol.

**RHIF ADNABOD Y SWYDD:** LATAB001

**LLEOLIAD:** Bydd lleoliad gwaith y deiliad swydd yn ddibynnol ar leoliad y dosbarth ac argaeledd y person.

**GRADD:** Gradd E: SCP 17 (£14.51 per hour)

**ORIAU:** 2 awr o ddysgu gan gynnwys 1 awr o baratoi ar gyfer pob dosbarth

**DROS DRO:** Ydy

**GWIRIAD GAN Y GWASANAETH**

**DATGELU A GWAHARDD:** Dim Angen

**DYDDIAD CAU:** 5.00yh ar Ddydd Iau 1af Mehefin 2023

#### Gwybodaeth Ychwanegol

**Gofynnir i chi nodi na allwn dderbyn CV**

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

## PROFFIL Y RÔL

**TEITL Y RÔL:** Tiwtor Dysgu Cymunedol ar gyfer Cyrsiau Hamdden a Lles

**RHIF ADNABOD Y SWYDD:** LATAB001

**GRADD:** Gradd E: SCP 17 (£14.51 per hour)

**ORIAU:** 2 awr o ddysgu gan gynnwys 1 awr o baratoi ar gyfer pob dosbarth

**PATRWM GWAITH** Gofynnir i diwtoriaid gyflwyno dosbarthiadau yn ol anghenion y gwasanaeth. Rydym yn darparu dosbarthiadau rhwng 9.00am a 9.00pm. Gellir trafod holl ddyddiau ac amseroedd y dosbarth a gellir eu trefnu o amgylch argaeledd tiwtoriaid.

**LLEOLIAD:** Bydd lleoliad gwaith y deiliad swydd yn ddibynnol ar leoliad y dosbarth ac argaeledd y person. Ond nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd

### **GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:**

Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyd ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd: (Nodwch lefel y gwiriad):

(a) Dim angen gwiriad gan y GDG ar gyfer y rôl

**YN ATEBOL I:** Rheolwr Hyb Cymunedol y De

**ASESIAD O'R GYMRAEG:** (b) Sgiliau yn y Gymraeg yn ddymunol

### **DIOGELU:**

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

### **Ein Diben:-**

Yn Addysg Cymunedol Sir Fynwy rydym yn cynnig amrywiaeth o gyfleoedd i ddysgu sgiliau newydd ac adeiladu ar rai sy'n bodoli, sy'n golygu ein bod yn awyddus i ddarparu dewis eang o gyrsiau o safon uchel. Mae ein myfyrwyr wrth wraidd ein sefydliad, gan gynnig cyrsiau sy'n addas i'r gymuned gyfan p'un a yw'r rhain yn cael eu darparu ar-lein neu wyneb-yn-wyneb. Rydym yn ymfalchïo mewn cael tiwtoriaid

sy'n darparu profiad cyffrous, heriol a gwerth chweil i bob dysgwr. At hynny, mae'n bwysig i ni fod ein tiwtoriaid yn elwa o ddewis eang o gymorth a chyfleoedd hyfforddiant profesiynol rheolaidd.

### **Pwrpas y rôl:-**

Darparu cwrs i grŵp o ddysgwyr sy'n oedolion (16 mlwydd oed a'n hŷn) fel sydd yn cael ei gyfarwyddo gan y Rheolwr Hyb Cymunedol (De) neu'r Arweinydd Dysgu Cymunedol.

### **Disgwyliadau a Chanlyniadau'r Rôl:-**

Bydd disgwyl i'r deiliad swydd arddangos sgiliau tiwtora cadarn er mwyn diwallu anghenion y cwsmeriaid sydd yn cymryd rhan yng ngwersi Dysgu Oedolion a Chymunedol yn Sir Fynwy.

### **Bydd eich cyfrifoldebau yn cynnwys:-**

- Paratoi, darparu cynlluniau ac adnoddau ar gyfer y sesiynau a darparu pob sesiwn unigol.
- Defnydd priodol ac amrywiol o strategaethau dysgu ac iaith er mwyn diwallu anghenion y Dysgwyr Sy'n Oedolion a'r pwnc o dan sylw.
- Cynnal yr holl gofnodion o ran presenoldeb gan gynnwys cofrestrau, nodi'r sawl sydd yn gadael ac yn trosglwyddo, yn ôl Cyngor Sir Fynwy.
- Mynychu sesiynau cofrestru, cynnig cyngor a chyfarwyddyd priodol i Ddysgwyr Sy'n Oedolion posib a chofrestru Dysgwyr yn unol â'r polisi a'r gweithdrefnau.
- Mynychu cyfarfodydd Staff/Tîm fel sydd angen.
- Nodi a chydymffurfio â'r holl bolisiau a gweithdrefnau Cyngor Sir Fynwy sydd yn ymwneud gyda darparu'r gwersi a'r cyrsiau oddi ar y safle ac mewn lleoliadau. allymestyn a rheoli gwirfoddolwyr.
- Cydymffurfio gyda pholisiau a gweithdrefnau Iechyd a Diogelwch a Rheoli Risg Cyngor Sir Fynwy – gan gynnwys cwblhau'r ddogfennaeth berthnasol.
- Cydymffurfio gyda Pholisi Cyfle Cyfartal Cyngor Sir Fynwy.

### **Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwyliwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwyliwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltw'n gyda'n cymunedau.

- Gwaith tîm: Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.
- Tryloywder: Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.
- Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad

gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Tegwch: Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

### **Yn ychwanegol at hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.



### Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

| GOFYNION                                                                                                                                                                                                                                                                                                                                      | PWYSOLIAD                                             | SUT BRAWF                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------|
| <b>1. ADDYSG/CYMHWYSTER/<br/>GWYBODAETH</b>                                                                                                                                                                                                                                                                                                   | H - Hanfodol<br>D - Dymunol                           | Ff - Ffurflen Gais<br>C - Cyfweliad                               |
| <ul style="list-style-type: none"> <li>Cymhwyster addysgu neu brofiad o addysgu.</li> <li>Gwybodaeth dda o'r maes pwnc.</li> <li>Gwybodaeth am Ddysgu Oedolion yn y Gymuned.</li> </ul>                                                                                                                                                       | <p>H</p> <p>H</p> <p>D</p>                            | <p>Ff</p> <p>Ff</p> <p>Ff</p>                                     |
| <b>2. PROFIAD</b>                                                                                                                                                                                                                                                                                                                             |                                                       |                                                                   |
| <ul style="list-style-type: none"> <li>Profiad o gyflwyno rhaglenni dysgu i oedolion.</li> </ul>                                                                                                                                                                                                                                              | H                                                     | Ff/C                                                              |
| <b>3. SGILIAU CYFATHREBU/<br/>RHYNGBERSONOL</b>                                                                                                                                                                                                                                                                                               |                                                       |                                                                   |
| <ul style="list-style-type: none"> <li>Sgiliau cyfathrebu rhagorol, ar lafar ac yn ysgrifenedig.</li> <li>Sgiliau technoleg gwybodaeth (TG) da, gan gynnwys pecynnau Microsoft Office.</li> </ul>                                                                                                                                             | <p>H</p> <p>H</p>                                     | <p>Ff/C</p> <p>Ff</p>                                             |
| <b>4. CYMHWYSTER A SGILIAU</b>                                                                                                                                                                                                                                                                                                                |                                                       |                                                                   |
| <ul style="list-style-type: none"> <li>Sgiliau llythrennedd a rhifedd da.</li> <li>Sgiliau trefniadol da.</li> <li>Sgiliau rheoli amser da.</li> <li>Arddangos amynedd ac empathi tuag at ddysgwyr.</li> <li>Dangos ymrwymiad i ddatblygiad proffesiynol parhaus.</li> <li>Bod â thrafnidiaeth a thrwydded yrru gyfredol eich hun.</li> </ul> | <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> | <p>Ff</p> <p>Ff/C</p> <p>Ff/C</p> <p>Ff/C</p> <p>Ff</p> <p>Ff</p> |
| <b>5. CYFLEOEDD CYFARTAL</b>                                                                                                                                                                                                                                                                                                                  |                                                       |                                                                   |
| <ul style="list-style-type: none"> <li>Parodrwydd i gadw at bolisi cyfle cyfartal a pholisi lechyd a Diogelwch y Cyngor, gan gynnwys ymgymryd â hyfforddiant ymwybyddiaeth priodol.</li> </ul>                                                                                                                                                | H                                                     | Ff                                                                |

**Hyfforddiant:**

Yn barod i ymgymryd â hyfforddiant staff fel sydd wedi ei nodi gan asesiadau ac arsylwadau ar gyfer unrhyw ddatblygiadau newydd i'r cwricwlwm neu wasanaethau sydd yn cael eu darparu gan Addysg i Oedolion a'r Gymuned.

**Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:**

**Nikki Jones Arweinydd Addysg Cymundeol Ffôn: 07712 750900**

**Dyddiad Cau: 5.00yh ar Ddydd Iau 1af Mehefin 2023**

## FFRAMWAITH SGILIAU YN Y GYMRAEG

### LEFEL 1

*Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.*

| DEALL                                                                                                                                                                                                 | SIARAD                                                                                                                                                                                                                                  | DARLLEN                                                                                                                                                                  | YSGRIFENNU                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir.</li> <li>➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn.</li> <li>➤ Gall agor a chau sgwrs neu agor a chau cyfarfod.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall agor a chau neges e-bost neu lythyr.</li> <li>➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi.</li> <li>➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.</li> </ul> |

### LEFEL 2

*Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.*

| DEALL                                                                                                                                                                                                                                                                                                                 | SIARAD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DARLLEN                                                                                                                                                                       | YSGRIFENNU                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol</li> <li>➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion.</li> <li>➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg.</li> <li>➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> <li>➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod</li> <li>➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad</li> </ul> |

### LEFEL 3

*Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgysiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.*

| DEALL                                                                                                                                                                                                                                                                                                                                           | SIARAD                                                                                                                                                                                                                                                                                                                                                       | DARLLEN                                                                                                                                                                                                                                                                                                                                                      | YSGRIFENNU                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol.</li> <li>➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> <li>➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd.</li> <li>➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.</li> </ul> |



➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

#### LEFEL 4

*Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.*

| DEALL                                                                                                                                 | SIARAD                                                                                                                                                                                                                                                                                                                                                                  | DARLLEN                                                                                                                                                                                                                                                                                                                                     | YSGRIFENNU                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. | <ul style="list-style-type: none"> <li>➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith.</li> <li>➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen.</li> <li>➤ Gall ddadlau dros ac yn erbyn achos penodol.</li> <li>➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion.</li> <li>➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur.</li> <li>➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol.</li> </ul> | ➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill. |

#### LEFEL 5

*Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhai trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.*

| DEALL                                                                                                                                                                  | SIARAD                                                                                                                                                                                                 | DARLLEN                                                                                                                                                                                                                                                                                       | YSGRIFENNU                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr.</li> <li>➤ Gall ddeall amwysedd a naws iaith.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth</li> <li>➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol.</li> <li>➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig.</li> <li>➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen.</li> <li>➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.</li> </ul> |