

Swydd Ddisgrifiad

PRIFYSGOL
Glyndŵr
Wrecsam

Wrexham
Glyndŵr
UNIVERSITY

Cyfadran	Cyfadran Gwyddorau Cymdeithasol a Bywyd
Adran	Seicoleg
Teitl y Swydd	Cymhorthydd Addysgu Graddedig
Rhif y Swydd	2122700
Yn atebol i	Deon Cyswllt (Ymchwil)

Prif Atebolrwydd

Bydd y Cymhorthydd Addysgu Graddedig yn bennaf yn cynorthwyo staff academiaidd wrth gynnig profiad o ansawdd uchel i fyfyrwyr, sy'n ychwanegu gwerth ar bob cam o'r profiad dysgu. Bydd y swydd yn cynnig cymorth ychwanegol i fyfyrwyr, a all gynnwys addysgu, sesiynau galw heibio wyneb yn wyneb, cymorth ar-lein, a helpu myfyrwyr gyda'u gwaith ysgrifennu a thechnegol e.e. mathemateg, a sgiliau astudio.

Rhaid i ymgeiswyr feddu ar radd anrhydedd mewn seicoleg a bod yn aelod o Gymdeithas Seicolegol Prydain. Mae meddu ar MSc, MRes neu MA hefyd yn ofynnol ar gyfer y swydd hon. Rhaid i ymgeiswyr feddu ar sgiliau cyfathrebu a threfnu amlwg, dealltwriaeth ac ymwybyddiaeth o system addysg uwch y DU, a'r materion a all godi mewn amgylchedd o'r fath. Bydd angen i ymgeiswyr llwyddiannus ymgymryd â'r MPhil llawn amser, a'i chwblhau'n llwyddiannus, er mwyn cyflawni'r rôl, gyda'r posibilrwydd o symud at PhD.

Tasgau Allweddol

Cyflwyno gweithgareddau er mwyn cefnogi staff darlithio drwy gyflwyno seminarau, tiwtorialau, cysylltu'n rheolaidd â myfyrwyr, a gwaith grŵp arall er mwyn datblygu sgiliau myfyrwyr, dan oruchwyliaeth neu mewn cysylltiad â staff uwch.

Cysylltu â staff uwch ynghylch cyfraniadau at ddatblygu modiwlau, cynllunio addysgu a monitro cynnydd myfyrwyr.

Cynorthwyo gyda gwaith paratoi darlithoedd a seminarau, fel bo'n briodol. Bod yn ymwybodol o'r llenyddiaeth gyfredol yn y meysydd pwnc sy'n cael eu haddysgu.

Cynorthwyo â'r gwaith o gyflwyno darlithoedd/tiworialau o fewn rhaglen astudio sefydledig, yn seiliedig ar anghenion y myfyrwyr ac amcanion clir.

Adnabod a chymryd rhan mewn cyfleoedd ymchwil lle bo'n briodol ac yn unol â chymeradwyaeth y Deon Cyswllt.

Adnabod cyfleoedd i gynhyrchu incwm, lle bo'n briodol.

Lle bo angen, gweithio gyda'r Technegwyr/Arddangoswyr, a'u cefnogi, i gyflwyno dosbarthiadau ac arddangosiadau ymarferol i fyfyrwyr mewn amgylchedd seminar, er mwyn datblygu sgiliau myfyrwyr, a lle bo'n berthnasol, cynnal, rhedeg samplau ac arbrofion, a dehongli canlyniadau ar gyfer addysgu.

Cynorthwyo â'r gwaith o drefnu a chynnal gweithgareddau arholi/asesu, ar y cyd ag uwch reolwyr.

Ymgymryd â gwaith marcio, paratoi asesiadau, a swyddogaethau gweinyddol eraill dan oruchwyliaeth uwch reolwyr er mwyn cefnogi'r tîm.

Yn ddibynnol ar y maes gwaith, byddwch yn gyfrifol am gynnal asesiadau risg a sicrhau y cedwir at ragofalon iechyd a diogelwch.

Cefnogi myfyrwyr drwy gynnig sesiynau galw-heibio i gynorthwyo â'r gwaith o baratoi prosiectau/cyflwyniadau etc.

Darparu cymorth yn unol â'r cyngor a gewch gan uwch reolwyr yn ystod teithiau maes a gweithgareddau allgymorth eraill.

Cymryd rhan weithredol mewn cyfleoedd rhwydweithio mewnol ac allanol, gan hyrwyddo'r Brifysgol mewn modd cadarnhaol ac annog ymgysylltiad gyda phartion allanol.

Cymryd rhan weithredol mewn gweithgareddau recriwtio myfyrwyr, diwrnodau agored, ymweliadau ysgolion a chyfleoedd eraill a fydd yn helpu i gynyddu nifer y myfyrwyr, a gwneud y Brifysgol yn lle dewisol ar gyfer astudio.

Cynllunio a blaenoriaethu llwyth gwaith eich hun o ddydd i ddydd, gan gynnwys paratoi cymorth addysgu.

Unrhyw ddyletswyddau eraill, yn ôl gofyn y Rheolwr Llinell.

Cadw at werthoedd a gweledigaeth strategol y Gyfadran, a'u cefnogi a'u hyrwyddo, bob amser.

Ymgymryd ag unrhyw ddyletswyddau eraill a all fod yn ofynnol.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn cysylltiad â pheryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn, ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn rhoi argraff, ac nid yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Deon ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygiad

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol pan mae angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person



Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol					
Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1.1	Lefel uchel o sgiliau ysgrifenedig, llafar a rhyngpersonol.	C	H
		1.2	Y gallu i weithio i derfynau amser.	Ff/C	H
		1.3	Profiad o weithio fel aelod o dîm.	C	D
		1.4	Profiad o addysgu.	Ff	D
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth o system addysg uwch y DU.	Ff	D
		2.2	Gwybodaeth a dealltwriaeth arbenigol o faes ymchwil dewisol.	Ff/C	H
		2.3	Yn aelod o Gymdeithas Seicolegol Prydain	Ff	H
3	Addysg a Hyfforddiant	3.1	Gradd israddedig yn y maes pwnc perthnasol (2i neu ddosbarth 1 ^{af})	Ff	H
		3.2	Aelod o gorff proffesiynol perthnasol	Ff	D
4	Profiad Perthnasol	4.1	Gweithio gyda myfyrwyr israddedig.	Ff/C	D

5	Gofynion Arbennig	5.1	Ymgymryd â gradd ymchwil mewn maes sy'n gysylltiedig â'r cwricwlwm perthnasol.	C	H
		5.2	Cyflwyno cynnig ymchwil byr (dim mwy na 2 ochr papur A4) gyda'r cais hwn, yn unol â'r pwnc/pynciau a ddarperir fel rhan o'r broses ymgeisio hon.	Ff	H
		5.3	Cymhwyster meistr mewn disgyblaeth berthnasol.	Ff	H
		5.4	Yn aelod o Gymdeithas Seicolegol Prydain	Ff	H
		5.5	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg	Ff	D
Dyddiad Adolygu					

Allwedd	Dull Adnabod	Ff	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Aseiad Grŵp
	Pwysigrwydd	H	Hanfodol
		D	Dymunol

Job Description



Faculty	Faculty Social and Life Sciences
Section	Psychology
Job Title	Graduate Teaching Assistant
Vacancy No	2122700
Reports To	Associate Dean (Research)

Principal Accountabilities

The Graduate Teaching Assistant will primarily assist academic staff in providing a high-quality student experience, which adds value to all stages of the learning experience. The post will provide additional support for students, which may include teaching, face-to-face drop-in sessions, on-line support, and assistance to students with their writing, technical (e.g. mathematics) and study skills.

Applicants must have an honors degree in psychology and membership of the British Psychological Society. An MSc, MRes or MA is also necessary for this post. Applicants need to have proven communication and organisational skills, an understanding and awareness of the UK higher educational system, and of the issues that may arise in such an environment. Successful applicants would be required to undertake and successfully complete a full-time MPhil in order to fulfil the role with the possibility of transfer to PhD.

Key Tasks

Deliver activities to support lecturing staff by undertaking delivery of seminars, tutorials, provision of regular contact with students, and other group work to develop student skills, under supervision or in liaison with senior staff.

Liaise with senior staff regarding contributions to module development, planning of teaching and monitoring of student progress.

Assist where appropriate with lecture and seminar preparation.
Keep abreast of current literature in the subject areas being taught.

Assist in the delivery of lectures/tutorials within an established programme of study, based on defined objectives and student needs.

Identify and participate in research opportunities where appropriate and in line with Associate Dean approval.

Identifying research income generation opportunities where appropriate.

Where necessary, work with and support the Technicians/Demonstrators to provide practical classes and demonstrations to students in a seminar environment, to develop student skills, and where applicable carry out, run samples and experiments, and interpret results for teaching.

Assist in the organisation and running of examination/assessment activity, in liaison with senior managers.

Carry out related marking, assessment preparation, and other administrative functions under supervision of senior managers to support the team.

Depending on area of work, be responsible for conducting risk assessments and ensuring that health and safety precautions are adhered to.

Support students by providing drop-in sessions to assist with the preparation of projects/presentations etc.

Provide support as advised by senior managers during field trips and other outreach activities.

Actively engage in both internal and external networking opportunities, promoting the University in a positive light and encouraging engagement from outside parties.

Actively participate in student recruitment activities, open days, school visits and other opportunities that will help increase student numbers and make the University a place of choice for study.

Plan and prioritise own workload daily, including preparation for teaching support.

Any other duties, as dictated by the Line Manager.

At all times adhere to, champion, and promote the Faculty's values and strategic vision.

Undertake any other duties that may be required.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety

inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Dean and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	High level of written, oral and interpersonal skills.	I	E
		1.2	Ability to work to deadlines.	A/I	E
		1.3	Experience of working as part of a team.	I	D
		1.4	Teaching experience.	A	D
2	General & Specialist Knowledge	2.1	Understanding of the UK higher educational system.	A	D
		2.2	Specialist knowledge and understanding of chosen research area.	A/I	E
		2.3	Member of the British Psychological Society	A	E
3	Education & Training	3.1	Undergraduate degree in the relevant subject area (2i or 1 st class)	A	E
		3.2	Membership of relevant profession body	A	D
4	Relevant Experience	4.1	Working with undergraduate students.	A/I	D

5	Special Requirements	5.1	Undertake a research degree in an area that links to the relevant curriculum.	I	E
		5.2	A short research proposal (no more than 2 sides of A4) to be submitted with this application in line with topic(s) provided as part of this application process.	A	E
		5.3	A masters qualification in a relevant discipline	A	E
		5.4	Membership of the British Psychological Society	A	E
		5.5	Ability to communicate in the medium of welsh	A	D
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable