

Swydd Ddisgrifiad



Cyfadrn	Gwyddorau Cymdeithasol a Bywyd
Adran	Gwaith Cymdeithasol
Teitl y Swydd	Cymhorthydd Addysgu Graddedig
Rhif y Swydd	2122755
Yn atebol i	Prif Ddarlithydd

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 Dosbarth Cyntaf mewn disgyblaeth berthnasol a bod yn rhan o gorff proffesiynol perthnasol os yw'n briodol. Byddai MSc, Mres neu MA yn fanteisiol. 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

Bydd deiliad y swydd yn cael y dasg o ddatblygu cyfranogiad a gwaith Outside In o fewn gwaith cymdeithasol ac i archwilio cyfleoedd ar draws y Gyfadrn gan gynnwys nyrsio a swyddi proffesiynol mewn meysydd perthynol i iechedd.

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.

Cymryd rhywfaint o gyfrifoldeb am y cwrs byr 'Cyflwyniad i waith cymdeithasol' a datblygu cysylltiadau â Hwb Llesiant Wrecsam.

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/tiwtorialau 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 Prif Ddarlithydd.

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

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 phartïon 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.

Adolygu

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	<ul style="list-style-type: none"> Lefel uchel o sgiliau ysgrifenedig, llafar a rhyngpersonol. 	Ff, C	H
		1.2	<ul style="list-style-type: none"> Y gallu i weithio i derfynau amser. 	Ff/C	H
		1.3	<ul style="list-style-type: none"> Profiad o weithio fel aelod o dîm. 	Ff, C	D
		1.4	<ul style="list-style-type: none"> Profiad o addysgu. 	Ff, C	D
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	<ul style="list-style-type: none"> Dealltwriaeth o system addysg uwch y DU. 	Ff, C	D
		2.2	<ul style="list-style-type: none"> Gwybodaeth a dealltwriaeth arbenigol o faes ymchwil dewisol. 	Ff, C	H
		2.3	<ul style="list-style-type: none"> Dealltwriaeth o waith cymdeithasol proffesiynol yng Nghymru. 	Ff, C	H
3	Addysg a Hyfforddiant	3.1	<ul style="list-style-type: none"> Grradd israddedig yn y maes pwnc perthnasol (Dosbarth Cyntaf) 	Ff	H
		3.2	<ul style="list-style-type: none"> Aelod o gorff proffesiynol perthnasol 	Ff	D

4	Profiad Perthnasol	4.1	<ul style="list-style-type: none"> Gweithio gyda myfyrwyr israddedig. 	Ff/C	D
5	Gofynion Arbennig	5.1	<ul style="list-style-type: none"> Ymgymryd â gradd ymchwil mewn maes sy'n gysylltiedig â'r cwricwlwm perthnasol. 	C	H
		5.2	<ul style="list-style-type: none"> Cyflwyno cynnig ymchwil byr (dim mwy na 2 ochr papur A4) gyda'r cais hwn yn unol â phynciau a darparwyr fel rhan o'r broses ymgeisio hon. 	Ff	H
		5.3	<ul style="list-style-type: none"> Y gallu i gyfathrebu drwy gyfrwng y Gymraeg 	Ff, C	D
Dyddiad Adolygu					

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

Job Description



Faculty	Social and Life Sciences
Section	Social Work
Job Title	Graduate Teaching Assistant
Vacancy No	2122755
Reports To	Principal Lecturer

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 a First-Class degree in a relevant discipline and if appropriate be a member of a relevant professional body. An MSc, Mres or MA would be an advantage. 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 the full-time MPhil in order to fulfil the role with the possibility of transfer to PhD.

Key Tasks

The post holder will be tasked with developing Participation and the work of Outside In, within social work and to explore opportunities across the Faculty including nursing and allied health professionals.

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.

Take some responsibility for the short course 'Introduction to social work' and develop links with the Wrexham Wellbeing Hub.

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 Principal Lecturer approval.

Identifying research income generation opportunities where appropriate.

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.

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	<ul style="list-style-type: none"> High level of written, oral and interpersonal skills. 	A,I	E
		1.2	<ul style="list-style-type: none"> Ability to work to deadlines. 	A/I	E
		1.3	<ul style="list-style-type: none"> Experience of working as part of a team. 	A,I	D
		1.4	<ul style="list-style-type: none"> Teaching experience. 	A,I	D
2	General & Specialist Knowledge	2.1	<ul style="list-style-type: none"> Understanding of the UK higher educational system. 	A,I	D
		2.2	<ul style="list-style-type: none"> Specialist knowledge and understanding of chosen research area. 	A,I	E
		2.3	<ul style="list-style-type: none"> Understanding of professional social work in Wales. 	A,I	E
3	Education & Training	3.1	<ul style="list-style-type: none"> Undergraduate degree in the relevant subject area (1st class) 	A	E
		3.2	<ul style="list-style-type: none"> Membership of relevant profession body 	A	D

4	Relevant Experience	4.1	<ul style="list-style-type: none"> Working with undergraduate students. 	A/I	D
5	Special Requirements	5.1	<ul style="list-style-type: none"> Undertake a research degree in an area that links to the relevant curriculum. 	I	E
		5.2	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Ability to communicate in the medium of Welsh 	A,I	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