# Swydd Ddisgrifiad

Prifysgol Wrecsam
Wrexham University

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|---|---|
| **Cyfadran/Adran** | Y Gyfadran Gwyddorau Cymdeithasol a Bywyd |
| **Adran** | Addysg |
| **Teitl y Swydd** | Darlithydd mewn Addysg Gynradd |
| **Yn atebol i** | Prif Ddarlithydd mewn Addysg |
| **Yn gyfrifol am** | Arbenigeddau addysg gynradd |
| **Gradd** | Darlithydd |

## Trosolwg o'r Swydd

Bydd deiliad y swydd yn addysgu rhaglenni Prifysgol Wrecsam, yn cynnal ymchwil a gweithgaredd ysgolheigaidd ac yn cyfrannu at reoli'r rhaglenni hyn yn ôl yr angen.

Bydd yr unigolyn yn cyfrannu at weithgareddau masnachol a gweithgareddau cynhyrchu incwm eraill, lle bo'n briodol.

Cyfrannu at y gwaith o sicrhau bod ansawdd a safonau academaidd y brifysgol yn cael eu cynnal a bod profiad myfyrwyr yn cael ei wella'n barhaus.

## Diben y Swydd

Mae gan yr adran Addysg ym Mhrifysgol Wrecsam raglen Addysg Gychwynnol Athrawon (ITI) sy'n ffynnu, sy'n cynnig BA (Anrhydedd Addysg Gynradd gyda SAC a chymhwyster TAR cynradd, sydd ill dau yn rhyddfreinio gyda St Mary's, Twickenham. Mae cyfle wedi codi i recriwtio darlithydd i weithio ar y rhaglenni hyn a chyfrannu yn ôl yr angen at wahanol raglenni Addysg o fewn yr adran.

Bydd deiliad y swydd yn addysgu ar y rhaglenni, yn cynnal ymchwil a gweithgaredd ysgolheigaidd ac yn cyfrannu at ddarpariaeth y rhaglenni Addysg a SAC.

Mae'r swydd hon yn gofyn am unigolyn hynod frwdfrydig a fydd yn cyflawni rôl addysgu. Bydd yr unigolyn yn cyfrannu at sicrhau bod ansawdd a safonau academaidd y brifysgol yn cael eu cynnal a bod gwelliannau

parhaus yn cael eu gwneud i brofiad y myfyrwyr.Rydym yn chwilio am ddarlithydd gydag arbenigedd SAC cynradd eang ac ymarfer arloesol a chreadigol. Mae'r gallu i gyfathrebu drwy gyfrwng y Gymraeg a phrofiad o roi Cwricwlwm i Gymru 2022 ar waith yn hanfodol ar gyfer y swydd hon.

Bydd deiliad y swydd yn ymwybodol o ddatblygiadau a goblygiadau'r Gofynion Achrediad Ansawdd ITT fel y cyhoeddwyd gan y DfE.

## Prif Atebolrwydd

Cymorth Addysgu a Dysgu

- Datblygu a darparu adnoddau a deunyddiau addysgu i fodloni manyleb y rhaglen.
- Datblygu asesiadau i fesur perfformiad a dealltwriaeth myfyrwyr yn fanwl gywir.
- Goruchwylio gwaith myfyrwyr ôl-raddedig a addysgir a/neu fyfyrwyr ymchwil, yn ôl yr angen, i gefnogi datblygiad sgiliau ymchwil myfyrwyr.
- Gosod, marcio, yn ffurfiol ac yn gyfansymiol, ac asesu gwaith myfyrwyr, gan sicrhau bod y deilliannau dysgu wedi'u bodloni a bod yr adborth yn fanwl ac adeiladol.
- Cyfrannu'n weithredol at wella'r profiad myfyrwyr.

Gweithgareddau Ymchwil

- Ymgymryd ag ymchwil a/neu weithgaredd ysgolheigaidd cytunedig arall er mwyn cyfrannu at ddatblygiad y maes (fel disgyblaeth academaidd).
- Paratoi cynigion a cheisiadau i gyrff allanol, yn ôl yr angen, i sicrhau cyllid ymchwil ac i gynhyrchu incwm ychwanegol i'r Brifysgol. Ysgrifennu a chyhoeddi canlyniadau ymchwil arloesol yn y maes i hyrwyddo enw'r Brifysgol yn y sector Addysg Uwch a'r gymuned ehangach.
- Dadansoddi data a gwerthuso gwybodaeth y gellir ei defnyddio i fod yn sail i addysgu a dysgu.
- Datblygu amcanion ymchwil a chynigion ar gyfer eich ymchwil eich hun a/neu ymchwil ar y cyd sy'n bodloni'r meini prawf cyllid.
- Defnyddio menter, creadigrwydd a beirniadaeth i ddatblygu methodolegau ymchwil priodol sy'n hyrwyddo gweithgaredd ysgolheigaidd yn y maes.

Menter Academaidd

- Cymryd rhan yn natblygiad partneriaethau mewnol ac allanol er mwyn lledaenu gwybodaeth, rhannu arferion gorau, sefydlu cyfleoedd am waith ar y cyd a gwella enw da'r Brifysgol.
- Cymryd rhan mewn rhwydweithiau ffurfiol i fagu cysylltiadau newydd a fydd o fudd i'r adran a'r Gyfadran yn gyffredinol.

Darparu Gwasanaeth

- Dylunio, adolygu ac addasu cynnwys modiwlau ac unedau i ymateb i adborth ac anghenion myfyrwyr, gyda'r bwriad o wella cyfraddau cadw myfyrwyr.
- Dilyn gweithdrefnau sicrhau ansawdd i sicrhau y bodlonir safonau'r Brifysgol.
- Cydweithio â chydweithwyr academaidd ar ddatblygu a chyflwyno pynciau/rhaglenni yn yr adran, y Gyfadran ac ar draws y Brifysgol (pryd bynnag sy'n briodol) i sicrhau bod portffolio'r cwricwlwm yn parhau'n gyfredol a bod y gweithdrefnau asesu yn berthnasol.
- Cydlynu digwyddiadau myfyrwyr, yn ôl yr angen, gan sicrhau y defnyddir amser ac adnoddau'n effeithiol.
- Cynorthwyo gyda gweithgareddau priodol cyn-mynediad, recriwtio, dethol a derbyn (gan gynnwys Dyddiau Agored a Dyddiau Ymweld) er mwyn hyrwyddo'r adran a chael gwell dealltwriaeth am anghenion/disgwyliadau myfyrwyr.
- Bod yn bwynt cyswllt cyntaf ar gyfer materion yn ymwneud â llesiant myfyrwyr, gan atgyfeirio problemau pan fyddant yn gymhleth neu'n ddifrifol.

Gwaith Tîm

- Mynd i gyfarfodydd/byrddau'r Gyfadran, yr Adran a'r Rhaglen, yn ôl yr angen, er mwyn cyfrannu at y broses o wneud penderfyniadau a datblygu cysylltiadau gweithio cynhyrchiol o fewn timau ac ar eu traws.
- Cyflwyno aelodau newydd i'r adran drwy ddarparu cymorth a hyfforddiant mewn perthynas â'r sgiliau, y prosesau, y systemau a'r gweithgareddau sy'n benodol i'r adran.
- Darparu adborth i gydweithwyr drwy gynlluniau mentora cyfoed i gefnogi eich datblygiad eich hun a datblygiad eraill ac i sicrhau gwelliant parhaus ym mherfformiad yr adran.

Cysylltu a Rhwydweithio

- Ymgysylltu'n weithredol â chyrff proffesiynol a dysgedig e.e. cymryd rhan mewn pwyllgorau, gweithgorau, trefnu cynadleddau/gweithdai.

## Atebolrwydd Personol

- Cymryd cyfrifoldeb am hyrwyddo gwasanaeth cwsmer o ansawdd yn eich maes gwaith eich hun.
- Cymryd cyfrifoldeb am gyfrannu at ymrwymiad y Brifysgol i gyflawni gwasanaethau sy'n rhoi gwerth am arian ac sy'n gwneud y defnydd gorau o adnoddau, gan ystyried hyn wrth ymgymryd â holl ddyletswyddau ac agweddau ar y swydd.
- Cymryd cyfrifoldeb am sicrhau eu bod yn parhau i ddiweddaru eu gwybodaeth a'u sgiliau i fod yn effeithiol yn eu swydd.
- Cymryd rhan yn y broses Adolygu Datblygiad Perfformiad, ymgymryd â'r broses o osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.
- Ymgysylltu â phroses y Model Dyrannu Llwyth Gwaith a chymryd rhan ynddi er mwyn cefnogi dyraniad dyletswyddau'r unigolyn.
- Cymryd cyfrifoldeb am weithredu Polisi Cyfle Cyfartal y Brifysgol o fewn maes cyfrifoldeb personol ac o ran ymddygiad cyffredinol.
- Ymgymryd â rôl Iechyd a Diogelwch benodol, sy'n gymesur â'ch gradd, i gefnogi'r Brifysgol i fodloni ei rhwymedigaethau Iechyd a Diogelwch statudol. Gallai hyn gynnwys ymddwyn fel Asesydd Offer Sgrin Arddangos, Swyddog Cymorth Cyntaf, Marsial Tân neu Gydlynydd Diogelwch yr Adran. Bydd neilltuo rolau o'r fath yn amodol ar ddarparu hyfforddiant priodol ac asesiad cymhwysedd.
- Gall fod yn ofynnol gweithio ar unrhyw un o safleoedd y Brifysgol, gyda rhybudd rhesymol.
- Cymryd cyfrifoldeb am gyfrannu at ymrwymiad y Brifysgol i Gynaliadwyedd Amgylcheddol er mwyn lleihau ei gwastraff, ei defnydd o ynni a'i hôl troed carbon.
- Ymgymryd â dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd fel y neilltuir gan y Rheolwr neu reolwyr y Brifysgol i gefnogi datblygiad y Brifysgol. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.
- Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd
- Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol

## Amrywiol

Mae'r Brifysgol yn un o lofnodwyr y Concordat Datblygu Ymchwilwyr a'r Concordat Uniondeb Ymchwil. Mae disgwyl i ddeiliad y swydd lynu wrth ofynion y ddarpariaeth hon.

## Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddaru 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 fo angen, mewn ymgynghoriad â deiliad y swydd.

# Manyleb Person

Prifysgol Wrecsam
Wrexham University

**Teitl y Swydd:** Darlithydd mewn Addysg Gynradd

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 | | | | | |
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| Priodoleddau | | Eitem | Meini Prawf Perthnasol | Dull Adnabod | Pwysigrwydd |
| 1 | Sgiliau a Galluoedd | 1.1 | Lefel uchel o sgiliau ysgrifenedig, llafar a rhyngbersonol. | Ff, C | H |
| | | 1.2 | Yn gallu addysgu ar draws y maes pwnc a chyfrannu at addysgu ar draws y Gyfadran. | Ff, Rh, C | E |
| | | 1.3 | Tystiolaeth o wneud cyfraniad mewn tîm ymchwil ac o'ch gallu i gydweithio ar wahanol lefelau ar draws sefydliad. | Ff, C | H |
| 2 | Gwybodaeth Gyffredinol ac Arbenigol | 2.1 | Dealltwriaeth am fecanweithiau a phrosesau ariannu ymchwil ac arddangos tystiolaeth o ddatblygu amcanion a chynigion ymchwil ar gyfer eich ymchwil eich hun neu ymchwil ar y cyd (efallai gyda chymorth mentor). | Ff, Rh, C | H |
| | | 2.2 | Tystiolaeth o waith ymchwil ar gyfer cyhoeddiadau a fydd yn cyfrannu at y maes pwnc neu'n arddangos y potensial i gyflawni'r safon hon o ymchwil. | Ff, Rh, C | H |
| 3 | Addysg a Hyfforddiant | 3.1 | Doethuriaeth mewn maes pwnc perthnasol (neu'n gweithio tuag at un). | Ff, C, T | D |
| | | 3.2 | Yn meddu ar Dystysgrif Addysg i Raddedigion, neu barodrwydd i weithio tuag at un a dod yn Gymrawd y Sefydliad Addysg Uwch. | Ff, C, T | H |
| | | 3.3 | Gradd Meistr mewn disgyblaeth briodol neu ymrwymiad i weithio tuag at hynny. | Ff, C | E |
| | | 3.4 | Aelod o gorff proffesiynol neu gorff dysgedig perthnasol. | Ff, C | H |

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| 4 | Profiad Perthnasol | 4.1<br><br>4.2 | Profiad blaenorol o addysgu neu gefnogi myfyrwyr.<br><br>Profiad ôl-ddoethurol perthnasol. | Ff, C<br><br>Ff, C | H<br><br>D |
| 5 | Gofynion Arbennig | 5.1<br><br>5.2<br><br>5.3 | Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.<br><br>Tystiolaeth o ymrwymiad i ddatblygiad proffesiynol parhaus.<br><br>Cofnod cyhoeddi sy'n gymesur â lefel dda o berfformiad ymchwil a cham eich gyrfa. | Ff, C<br><br>Ff, C<br><br>Ff, C | H<br><br>E<br><br>H |
| 6 | Ychwanegol/ Diwygiadau i'r Fanyleb Person | 6.1<br><br>6.2<br><br>6.3 | Tystysgrif SAC.<br><br>Amrywiaeth o arbenigeddau SAC cynradd.<br><br>Profiad o roi Cwricwlwm i Gymru 2022 ar waith. | FF, C<br><br>Ff, C<br><br>Ff, C | H<br><br>E<br><br>H |
| **Dyddiad Adolygu** | | | 12/02/24 | | |

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

# Job Description

Prifysgol Wrecsam
Wrexham University

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| **Faculty/Department** | Faculty of Social and Life Sciences |
| **Section** | Education |
| **Job Title** | Lecturer in Primary Education |
| **Reports to** | Principal Lecturer in Education |
| **Responsible for** | Primary education specialisms |
| **Grade** | Lecturer |

## Job Overview

The post holder will teach on Wrexham University programmes, carry out research and scholarly activity and contribute to the management of these programmes as required.

Where appropriate, contribute to commercial and other income generation activity.

Contribute towards ensuring that academic quality and standards of the university are maintained and the student experience is continually enhanced.

## Job Purpose

The Education department at Wrexham University has a thriving Initial Teacher Education (ITE) programme offering a BA (Hons) Primary Education with QTS and a Primary PGCE, both franchised with St. Mary's, Twickenham. An opportunity has arisen to recruit a lecturer to work on these programmes and contribute as necessary to other Education programmes within the department.

The post holder will teach on programmes, carry out research and scholarly activity and contribute to the delivery of the QTS and Education programmes.

This post requires a highly motivated person who will undertake a teaching role. They will contribute towards ensuring that academic quality and standards of the university are maintained, and the student experience is continually enhanced. We are seeking a lecturer with broad primary QTS specialisms, innovative and creative

practice. The ability to deliver through the medium of Welsh and experience of embedding Curriculum for Wales 2022 are essential and central to this post.

The post holder will be aware of developments and implications of the ITT Accreditation Quality Requirements as published by the DfE.

## Principal Accountabilities

Teaching & Learning Support

- Develop and deliver resources and teaching materials to meet programme specification.
- Develop assessments to measure accurately students' performance and understanding.
- Supervise the work of taught postgraduate and/or research students, as required, to support the development of students' research skills.
- Set, mark, formatively and summatively and assess students' work, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- Actively contribute to enhancing the student experience.

Research Activities

- Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field (as an academic discipline).
- Prepare proposals and applications to external bodies, as required, to secure research funding and to generate additional income for the University. Write and publish results of innovative research in the field to further the University's standing in the HE sector and the wider community.
- Analyse data and evaluate information that can then be used to inform teaching and learning.
- Develop research objectives and proposals for own and/or joint research which meet funding criteria.
- Use initiative, creativity and judgement in the development of appropriate research methodologies that further scholarly activity in the area.

Academic Enterprise

- Participate in the development of internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.
- Participate in formal networks to build new relationships that benefit both the department and the Faculty as a whole.

Service Provision

- Design, review and adapt module and unit content in response to student feedback and need, with a view to improving student retention.
- Engage with quality assurance procedures to ensure that University standards are met.
- Collaborate with academic colleagues on subject/programme development and delivery within the department, the Faculty and across the University (where appropriate) to ensure that the curriculum portfolio remains current and the assessment procedures are relevant.
- Co-ordinate student events, as required, ensuring the effective use of time and resources.
- Assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Visit Days) in order to promote the department and gain a better understanding of student needs/expectations.
- Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.

Team Working

- Attend Faculty, Department and Programme meetings/boards, as required, in order to contribute to the

decision-making process and to develop productive working relationships within and across teams.

- Introduce new starters to the department by providing support and training on the skills, processes, systems and activities that are specific to the department.
- Provide feedback to colleagues via peer mentoring schemes to support the development of self and others and to ensure the continuous improvement of departmental performance.

Liaising and Networking

- Active engagement with professional and learned bodies e.g. participation in committees, working parties, conference/workshop organisation.

## Personal Accountabilities

- Take responsibility to promote high levels of customer care within their own areas of work.
- Take responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and consider this when undertaking all duties and aspects of their role.
- Take responsibility for ensuring they have and continue to update their knowledge and skills to be effective in their roles.
- Participate in the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.
- Engage and participate in the Workload Allocation Model process to support the allocation of duties of the individual.
- Take responsibility for applying the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.
- Be required to undertake a specific Health & Safety role, commensurate with their grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.
- With reasonable notice, be required to work at any of the University sites.
- Take responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Undertake other relevant duties commensurate with the grade of the post as may be assigned by the Manager or University managers to support the development of the University. Such agreement should not be unreasonably withheld.
- Staff must be aware of the University's commitment to Sustainability
- All staff must promote healthy behaviour and positive mental health and wellbeing

## Miscellaneous

The University is a signatory to the Researcher Development Concordat and Research Integrity Concordat. The post holder is expected to adhere to the requirements of this provision.

## 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

Prifysgol Wrecsam
Wrexham University

**Job Title:** Lecturer in Primary Education

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. | A, I | E |
| | | 1.2 | The ability to teach across the subject area and to contribute to teaching across the Faculty. | A, P, I | E |
| | | 1.3 | Evidence of making a contribution in a research team and the ability to collaborate at different levels across an organisation. | A, I | E |
| 2 | General & Specialist Knowledge | 2.1 | An understanding of research funding mechanisms and processes and demonstrate evidence of developing research objectives and proposals for own or joint research (maybe with the assistance of a mentor). | A, P, I | E |
| | | 2.2 | Evidence of research work for publications which will contribute to the subject area or demonstrate the potential to achieve this standard of research. | A, P, I | E |
| 3 | Education & Training | 3.1 | An earned doctorate (or working towards) in a relevant subject discipline. | A, I, C | D |
| | | 3.2 | PG certificate in Teaching in HE, or commitment to undertake and achieve fellowship of HEA. | A, I, C | E |
| | | 3.3 | Master's Degree in an appropriate discipline or commitment to working to achieve this. | A, I | E |
| | | 3.4 | Member of relevant professional or learned body. | A, I | E |
| 4 | Relevant Experience | 4.1 | Previous experience of teaching or supporting students. | A, I | E |
| | | 4.2 | Relevant postdoctoral experience. | A, I | D |

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| 5 | Special Requirements | 5.1 | The ability to communicate through the medium of Welsh. | A, I | E |
| | | 5.2 | Evidence of a commitment to continuous professional development. | A, I | E |
| | | 5.3 | A publication record commensurate with a good level of research performance and stage of career. | A, I | E |
| 6 | Additional/ Amendments to Person Specification | 6.1 | QTS certificate | A. I | E |
| | | 6.2 | Range of primary QTS specialisms | A, I | E |
| | | 6.3 | Experience of embedding Curriculum for Wales 2022 | A,I | E |
| **Date of Revision** | | | 12/02/24 | | |

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| **Key** | **Identification Method** | **A** | Application Form |
| | | **I** | Interview |
| | | **T** | Test |
| | | **C** | Copy of Certificates |
| | | **W/L** | Workshop/Lecture |
| | | **P** | Presentation |
| | | **G** | Group Assessment |
| | **Rank** | **E** | Essential |
| | | **D** | Desirable |