

Swydd Ddisgrifiad

Prifysgol Wreccsam Wrexham University



Cyfadrn/Adran	Cyfadrn y Celfyddydau, Cyfrifiadura a Pheirianeg
Uned	Seiber a Chyfrifiadura
Teitl y Swydd	Cynorthwydd Addysgu Graddedig mewn Seiber a Chyfrifiadura
Yn atebol i	Prif Ddarlithydd Seiber a Chyfrifiadura
Gradd	OA2

Prif Atebolrwydd

Yn bennaf, bydd y Cynorthwydd Addysgu Graddedig yn cynorthwyo staff academiaidd i ddarparu profiad myfyrwyr o safon uchel, sy'n ychwanegu gwerth i 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 chynorthwyo myfyrwyr gyda'u gwaith ysgrifennu, sgiliau astudio a thechnegol (e.e. mathemateg).

Rhaid i ymgeiswyr feddu ar radd anrhydedd mewn maes perthnasol a bod yn rhan o gorff proffesiynol perthnasol os yw'n briodol. Byddai MSc, MRes neu MA yn fuddiol. Rhaid i ymgeiswyr feddu ar sgiliau cyfathrebu a threfnu amlwg, dealltwriaeth ac ymwybyddiaeth o system addysg uwch y DU ac o'r materion a all godi mewn amgylchedd o'r fath. Byddai angen i ymgeiswyr llwyddiannus ymgymryd â'r MPhil llawn amser, a'i chwblhau'n llwyddiannus, er mwyn bodloni'r swydd gyda'r posibilrwydd o drosglwyddo i PhD.

Tasgau Allweddol

Darparu gweithgareddau i gynorthwyo staff darlithio drwy ymgymryd â chyflwyno seminarau, tiwtorialau, cyflawni cyswllt rheolaidd gyda myfyrwyr, a gwaith grŵp arall i ddatblygu sgiliau myfyrwyr, dan oruchwyliaeth neu ar y cyd ag uwch staff.

Ymgysylltu ag uwch staff o ran cyfraniadau i ddatblygu modiwlau, cynllunio addysgu a monitro cynnydd myfyrwyr.

Cynorthwyo gyda pharatoi seminarau a darlithoedd lle bo'n briodol.

Cadw ar flaen llenyddiaeth gyfredol yn y meysydd pwnc a addysgir.

Cynorthwyo gyda chyflwyno darlithoedd/tiwtorialau o fewn rhaglen astudio sefydledig, yn seiliedig ar nodau diffiniedig ac anghenion myfyrwyr.

Canfod cyfleoedd ymchwilio a chymryd rhan ynddynt, lle bo'n briodol, ac yn unol â chymeradwyaeth y Deon Cyswllt.

Canfod cyfleoedd i gynhyrchu incwm ymchwil, lle bo'n briodol.

Pan fydd angen, gweithio gyda'r Technegwyr/Arddangoswyr a'u cefnogi er mwyn cyflwyno dosbarthiadau ac arddangosiadau i fyfyrwyr mewn amgylchedd seminar, i ddatblygu sgiliau myfyrwyr, a phan fydd yn berthnasol, rhedeg arbrofion a samplau a'u cynnal, a dadansoddi canlyniadau ar gyfer addysgu.

Cynorthwyo i drefnu a chynnal gweithgarwch arholi/asesu, ar y cyd ag uwch reolwyr.

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

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

Cynorthwyo myfyrwyr drwy ddarparu sesiynau galw heibio i gynorthwyo gyda pharatoi prosiectau/cyflwyniadau ayyb.

Darparu cymorth yn ôl cyfarwyddyd uwch reolwyr yn ystod teithiau maes a gweithgareddau allgymorth eraill.

Cymryd rhan weithredol mewn cyfleoedd rhwydweithio mewnol ac allanol, gan hyrwyddo'r Brifysgol mewn ffordd gadarnhaol ac annog ymgysylltiad gan bartïon allanol.

Cymryd rhan weithredol mewn gweithgareddau recriwtio myfyrwyr, diwrnodau agored, ymweliadau ag ysgolion a chyfleoedd eraill a fydd yn helpu i gynyddu niferoedd myfyrwyr, a gwneud y brifysgol yn lle i ddewis astudio.

Cynllunio a blaenoriaethu llwyth gwaith personol yn ddyddiol, gan gynnwys paratoi at gynorthwyo addysgu.

Unrhyw ddyletswyddau eraill, fel y gofynnir gan y Rheolwr Llinell.

Cadw at werthoedd a gweledigaeth strategol y Gyfadran, yn ogystal â'u hyrwyddo, drwy'r amser.

Ymgymryd ag unrhyw ddyletswyddau eraill a all fod yn ofynnol.

Nodweddion Arbennig

- Mae'r swydd yn gysylltiedig â chofrestriad ar raglen MPhil llawn amser gyda'r potensial i drosglwyddo i PhD, ac mae cwblhau'r radd ymchwil hon yn ddisgwyliedig o'r swydd.
- Mae'r swydd yn darparu cyfle i ennill profiad addysgu dan oruchwyliaeth wrth ymgymryd ag ymchwil ôl-raddedig, sy'n addas i unigolion sy'n ceisio gyrfa academiaidd.
- Mae disgwyl i Gynorthwywyr Addysgu Graddedig weithio'n hyblyg i fodloni gofynion y calendr academiaidd, a all gynnwys ychydig o waith gyda'r nos neu dros benwythnosau yn ystod cyfnodau recriwtio neu addysgu prysur.

- Bydd deiliad y swydd yn cael ei gynorthwyo yn ei ddatblygiad drwy fentora, adolygiadau datblygiad proffesiynol, a mynediad at adnoddau hyfforddiant.
- Mae hon yn swydd am gyfnod penodol yn ystod y cyfnod astudio MPhil/PhD, ac mae parhad yn ddibynnol ar gynnydd boddhaol mewn cyfrifoldebau academiaidd ac fel cynorthwyydd addysgu graddedig.

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 nodir 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 ymgymerir 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 am hyrwyddo gofal cwsmer o safon yn eu meysydd cyfrifoldeb eu hunain.

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.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn helpu i fonitro perfformiad a datblygu'r 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 rhai nodweddiadol; nid ydynt 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 Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd adeg ei chyhoeddi. Mae'n arfer gan y Brifysgol o bryd i'w gilydd i adolygu a diweddarau disgrifiadau swydd er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir, ac i ymgorffori newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

Teitl y Swydd:

Cynorthwydd Addysgu Graddedig mewn Seiber a Chyfrifiadura

Er mwyn cael eich rhoi ar y rhestr fer, mae'n rhaid i chi ddangos eich bod yn diwallu pob un o'r meini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n diwallu'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 Galluoedd	1.1	Lefel uchel o sgiliau ysgrifenedig, llafar a rhyngbersonol.	Ff, C	H
		1.2	Y gallu i addysgu a hwyluso dysgu mewn seminarau, tiwtorialau, a gwaith mewn grwpiau bychain yn yr Adran Seiber a Chyfrifiadura.	Ff, C	H
		1.3	Y gallu i gefnogi datblygiad sgiliau technegol ac academiaidd myfyrwyr.	Ff, C	H
		1.4	Y gallu i weithio'n annibynnol ac ar y cyd fel aelod o dîm.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Ymwybyddiaeth o system Addysg Uwch y DU a dealltwriaeth o brofiad dysgu myfyrwyr.	Ff, C	H
		2.2	Gwybodaeth gyfredol am Ddiogelwch Seiber a/neu bynciau Cyfrifiadura.	Ff, C	H
		2.3	Yn gyfarwydd ag offer meddalwedd perthnasol, ieithoedd rhaglennu, a phlatfformau dysgu a ddefnyddir yn y ddisgyblaeth.	Ff, C	D
3	Addysg a Hyfforddiant	3.1	Gradd anrhydedd (o leiaf 2:1) mewn pwnc Seiber neu Gyfrifiadura perthnasol.	Ff, T	H
		3.2	Cymhwyster ôl-raddedig (MSc, MRes, MA) mewn maes perthnasol, neu barodrwydd i weithio tuag at un.	Ff, T	D

4	Profiad Perthnasol	4.1	Profiad o gynorthwyo myfyrwyr gyda gwaith academiaidd, tasgau technegol, neu gyflwyniadau prosiect.	Ff, C	D
		4.2	Profiad o gynorthwyo myfyrwyr gyda gwaith academiaidd, tasgau technegol, neu gyflwyniadau prosiect.	Ff, C	D
		4.3	Profiad o dasgau gweinyddol a sefydliadol sy'n berthnasol i addysgu (e.e. marcio, paratoi at asesiadau, cynorthwyo gyda theithiau maes)	Ff, C	D
5	Gofynion Arbennig	5.1	Ymrwymiad i gwblhau MPhil gyda'r posibilrwydd o drosglwyddo i PhD.	Ff, C	H
		5.2	Y gallu a'r parodrwydd i gymryd rhan mewn digwyddiadau hyrwyddo ac allgymorth a recriwtio myfyrwyr.	Ff, C	H
		5.3	Y parodrwydd i gynnal asesiadau risg a chydymffurfio â gweithdrefnau iechyd a diogelwch.	Ff, C	H
		5.4	Ymrwymiad i werthoedd y Brifysgol, gwasanaeth cwsmeriaid, cynaliadwyedd, cydraddoldeb ac amrywiaeth, a mentrau llesiant ac iechyd meddwl.	Ff, C	H
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

Prifysgol Wreccsam
Wrexham University



Faculty/Department	FACE
Section	Cyber & Computing
Job Title	Graduate Teaching Assistant in Cyber & Computing
Reports to	Principal Lecturer in Cyber and Computing
Grade	OA2

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 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

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.

Special Features

- The post is linked to enrolment on a full-time MPhil programme with the potential for transfer to PhD, and successful completion of this research degree is expected as part of the role.
- The role provides an opportunity to gain supervised teaching experience while undertaking postgraduate research, ideal for individuals pursuing an academic career.
- GTAs are expected to work flexibly to meet the demands of the academic calendar, which may include some evening or weekend work during busy teaching or recruitment periods.

- The postholder will be supported in their development through mentoring, professional development reviews, and access to training resources.
- This is a fixed-term role for the duration of the MPhil/PhD study period, and continuation is dependent on satisfactory progress in both academic and GTA responsibilities. |
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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.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

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 Director 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

Prifysgol Wreccsam Wrexham University

Job Title:

Graduate Teaching Assistant in Cyber & Computing

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	Ability to teach and facilitate learning in seminars, tutorials, and small group work in the Cyber & Computing Department.	A,I	E
		1.3	Ability to support the development of student academic and technical skills.	A,I	E
		1.4	Ability to work both independently and collaboratively as part of a team.	A,I	E
2	General & Specialist Knowledge	2.1	Awareness of the UK Higher Education system and understanding of the student learning experience.	A, I	E
		2.2	Up-to-date knowledge in Cyber Security and/or Computing disciplines.	A, I	E
		2.3	Familiarity with relevant software tools, programming languages, and learning platforms used in the discipline.	A, I	D
3	Education & Training	3.1	Honours degree (minimum 2:1) in a relevant Cyber or Computing subject.	A,C	E
		3.2	Postgraduate qualification (MSc, MRes, MA) in a relevant field, or willingness to work towards one.	A,C	D
4	Relevant Experience	4.1	Experience in supporting students with academic work, technical tasks, or project presentations.	A, I	D

		4.2	Experience in supporting students with academic work, technical tasks, or project presentations.	A, I	D
		4.3	Experience with administrative and organisational tasks related to teaching (e.g., marking, assessment prep, supporting field trips)	A, I	D
5	Special Requirements	5.1	Commitment to completing an MPhil with the possibility of transfer to PhD.	A, I	E
		5.2	Ability and willingness to participate in student recruitment, outreach, and promotional events.	A, I	E
		5.3	Willingness to undertake risk assessments and comply with health and safety procedures.	A, I	E
		5.4	Commitment to the University's values, customer service, sustainability, equality and diversity, and mental health and wellbeing initiatives.	A, I	E
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



