

Rhaglen Mentora Seren 2025

Swydd-ddisgrifiad Mentoriaid

Cymraeg

Seren Mentoring Programme 2025

Mentor Job Description

English

Crynodeb o'r Swydd

Mae Equal Education Partners yn cynnal rhaglen mentora ar gyfer cannoedd o ddysgwyr blwyddyn 12/13 ar ran Academi Seren er mwyn cefnogi mentoreion gyda'u cheisiadau prifysgol, gyda chynghor ac arweiniad ar sut fath o beth yw astudio mewn prifysgol a gwella sgiliau cyfweld (os yn berthnasol).

Drwy gael eu paru gyda mentoreion gyda dyheadau tebyg i'r rhai mae'r mentoriaid wedi'u cyflawni (h.y. pynciau a astudir a chyrchfannau prifysgol), bydd mentoriaid yn rhannu profiadau, adnoddau a chynghor ar gyfer eu pwnc a'u prifysgol. Bydd mentoriaid yn cynnig arweiniad a chefnogaeth ar bynciau perthnasol i'r broses o ymgeisio i brifysgol (e.e. cwestiynau'r datganiad personol a chyfweliadau mynediad prifysgolion) gan rannu adnoddau addas a defnyddiol gyda mentoreion i'w cefnogi gyda cheisiadau prifysgol.

Bydd mentoriaid yn cael eu cyflogi ar sail tymor penodol ac yn derbyn cefnogaeth parhaus drwy gydol y rhaglen, gan gynnwys beth i'w drafod mewn sesiynau, cyfeirio at ddeunyddiau perthnasol ar gyfer mentoreion a chyfleoedd eraill drwy Seren megis sesiynau siaradwr gwadd ayb.

Cyfrifoldebau a Disgwyliadau

Fel Mentor ar Raglen Mentora Seren, disgwylir i ti:

1. Ddarparu 3 sesiwn mentora 50 munud o hyd dros alwad fideo ar gyfer pob Mentora i'w rwyd wedi dy baru gyda hwy ar blatfform Gofod Seren. Mae'n rhaid i'r sesiynau mentora ddilyn y cerrig milltir sy'n gysylltiedig â phob perthynas mentora ar Gofod Seren.
2. Ddarparu 4ydd sesiwn mentora i bob Mentora unwaith y bydd y tîm Mentora wedi cadarnhau derbyn manylion am gyfweliad prifysgol y Mentora yn unig.
3. Gysylltu gyda'r holl Fentoreion sydd wedi eu paru drwy blatfform Gofod Seren o fewn 7 diwrnod o gael eich paru.
4. Gyrraedd ar amser i'r holl sesiynau mentora a drefnir.

5. Roi rhybudd o 24 awr o leiaf i'th Fentorai os oes rhaid i ti ganslo neu aildrefnu sesiwn.
6. Gwblhau taflen amser ar gyfer pob sesiwn mentora, os wnaeth y Mentorai fynychu neu beidio.
7. Gysylltu gyda post@serencymru.com gydag unrhyw gwestiynau, ymholiadau, ymrwymadau academaidd, gwyliau neu salwch all effeithio dy gyfrifoldebau mentora.
8. Ymgysylltu mewn modd gweithredol gyda grŵp Mentora Gofod Seren a sicrhau bod dy broffil Gofod Seren bob amser wedi'i ddiweddarau. Mae'n rhaid i ti gwblhau'r holiadur mentora ar ddiwedd y flwyddyn.
9. Gadw at y canllaiiau diogelu a amlinellir isod.

Cyfrifoldebau a Disgwyliadau Diogelu

Mae'r disgwyliadau isod yn seiliedig ar ganllawiau statudol a amlinellir yn nogfen [Cadw Dysgwyr yn Ddiogel](#) (2020). Disgwylir i bob Mentor gadw at y canllawiau diogelu canlynol:

1. Cyn dechrau ar dy rôl fel Mentor, dylet feddu ar dystysgrif DBS dilys, cwblhau'r sesiwn hyfforddi mentora a hyfforddiant diogelu.
2. Dylet gynnal sesiynau mentora gyda'r Mentoreion rwyf wedi dy baru gyda nhw ar Gofod Seren yn unig.
3. Pan fyddi'n cynnal sesiynau mentora ar-lein mewn sefyllfa 1-1, sicrhau bod rhiant neu ofalwr y dysgwr yn gwybod bod y sesiwn yn digwydd. Awgrymir bod rhiant neu ofalwr o fewn clyw i'r cyfarfod.
4. Mae'n rhaid i ti droi dy gamera a'th feicroffon ymlaen bob amser, gan sicrhau bod cefndir addas a diogel gennyf (e.e. wedi'i anegluro, neu mewn ystafell fyw, swyddfa neu gegin) a dy fod wedi dy wisgo mewn modd addas a phroffesiynol.
5. Mae'n rhaid i ti ddefnyddio iaith ac ymddygiad addas yn ystod dy sesiynau mentora a phan fyddi'n anfon negeseuon at dy Fentorai.
6. Dylid defnyddio Gofod Seren a Dogfennau a Rennir drwy SharePoint i gyfathrebu gyda'th Fentorai/Fentoreion. Ni ddylid defnyddio unrhyw sianelau eraill i gyfathrebu y tu allan i'ch sesiynau galwad fideo.
7. Ni ddylet rannu gwybodaeth bersonol, er enghraifft, rhifau ffon, cyfeiriadau ebost, gwybodaeth am dy ysgol neu goleg, cyfeiriad cartref neu gyfrifon cyfryngau cymdeithasol gyda dy Fentorai. Ni ddylet 'ddilyn' neu 'ddod yn ffrindiau' gyda mentorai ar wefannau cyfryngau cymdeithasol.

8. Ni ddylet byth gytuno i gyfarfod Mentorai y tu hwnt i'ch sesiynau mentora a drefnir.
9. Ni ddylet dderbyn neu roi anrhegion personol gan nag i Fentorai.
10. Dylid codi unrhyw bryderon diogelu gydag Arweinydd Diogelu Dynodedig Equal Education Partners (safeguarding@equaleducationpartners.com).
 - a. Os yw'r pryder yn argyfwng, dylet gysylltu gyda'r gwasanaethau brys a hysbysu'r Arweinydd Diogelu Dynodedig yn Equal Education Partners am y digwyddiad.
 - b. Os yw'r pryder yn un brys, cysyllta gyda [Llinell Gymorth yr NSPCC](#) a chysyllta gyda'r Arweinydd Diogelu Dynodedig yn Equal Education Partners er mwyn ein hysbysu o'r digwyddiad.
 - c. Dylid codi unrhyw bryderon eraill drwy ebostio'r Arweinydd Diogelu Dynodedig yn Equal Education Partners.

Drwy arwyddo'r swydd-ddisgrifiad hon, rwyf yn cytuno i gadw at y disgwyliadau uchod. Os nad wyt yn cadw at y disgwyliadau hyn, gallet gael dy dynnu oddi ar Rhaglen Mentora Seren.

Manyleb Person

- Astudio ar gyfer neu newydd raddio mewn maes pwnc perthnasol;
- Dealltwriaeth a phrofiad o'r broses ymgeisio i brifysgol;
- Sgiliau cyfathrebu rhagorol;
- Sgiliau TGCH;
- Gallu i weithio'n annibynnol a'r gallu i ymchwilio a chynllunio.

Tâl

- Mae'n rhaid i fentoriaid gwblhau'r [Daflen Amser i Fentoriaid](#) ar ddiwedd pob sesiwn mentora.
- Telir Mentoriaid ar raddfa o £15 yr awr, sy'n cynnwys 50 munud ar gyfer y sesiwn a 10 munud o baratoi, neu wneud gweithredoedd neu dasgau gweinyddol.
- Ar gyfer pob mentorai wedi eu paru, gall mentoriaid ymgeisio am ychwanegiad tâl o 30 munud ar gyfer amser a dreulir y *tu hwnt* i sesiynau mentora. Er enghraifft, darparu adborth ysgrifenedig ar ddatganiad personol eu mentorai. Rhaid i Fentoriaid gwblhau'r [Ffurflen Ychwanegiad](#)

[Tâl](#), gan gynnwys tystiolaeth o'r amser a dreuliwyd ar yr weithgaredd. Ceir un ychwanegiad tâl ar gyfer pob mentoraï yn unig.

- Cyfrifir dyddiadau talu bob mis a thelir i'r cyfrif banc a nodwyd gennynt ar ddiwrnod gwaith olaf pob mis.

Datganiad preifatrwydd

Yn ystod y gylched mentora, gallai'r tîm ddefnyddio'r wybodaeth rwyf yn ei ddarparu yn dy broffil i gefnogi'r broses o baru (e.e. bywgraffiad, ymatebion i gwestiynau), a gallai'r tîm ddefnyddio unrhyw sylwadau a gesglir yn nhaflenni amser mentoriaid ynghylch gweithgareddau mentora ar gyfer pwrpasau hyrwyddo. Ni chaiff gwybodaeth bersonol byth ei rannu ar gyfer pwrpasau hyrwyddo.

Dewisia un o'r datganiadau isod:

- ☐ *Rwyf yn deall ac yn cydsynio i Equal Education Partners ddefnyddio'r wybodaeth rwyf wedi'i ddarparu fel amlinellir uchod.*
- ☐ *Nid wyf yn cydsynio i Equal Education Partners ddefnyddio'r wybodaeth rwyf wedi'i ddarparu fel amlinellir uchod.*

Datganiad

Drwy arwyddo'r swydd-ddisgrifiad hon, rwyf yn cytuno i gadw at y cyfrifoldebau a'r disgwyliadau angenrheidiol i mi fel Mentor Seren.

Job Summary

Equal Education Partners delivers a mentoring programme to several hundred year 12/13 learners on behalf of the Seren Academy to support mentees with university applications, advice and guidance on what it's like to study at university and interview skills (if applicable).

By being matched with mentees with similar aspirations to those the mentors have achieved (i.e. subjects studied and university destinations), mentors will share experiences, resources and top tips for their studied subjects and university destinations. Mentors will provide guidance and support on topics relating to the university admissions process (e.g. personal statement questions and university admission interviews) and share appropriate and useful resources with mentees to support with their university applications.

Mentors will be employed during the fixed term and will receive ongoing support throughout the course of the programme, such as what to cover in sessions, signposting to relevant material for mentees to refer to and possible Seren opportunities such as guest speaker sessions etc.

Responsibilities and Expectations

As a Mentor on the Seren Mentoring Programme, you are expected to:

1. Provide 3 scheduled 50-minute videocall mentoring sessions to each Mentee matched with on the Seren Space platform. Sessions must take place in line with the milestones assigned to each mentoring relationship on Seren Space.
2. Only provide a 4th mentoring session to each Mentee once the mentoring team has confirmed receipt of the Mentee's invitation to a university interview.
3. Contact all Mentees matched with via the Seren Space platform within 7 days of being matched.
4. Arrive on time to all scheduled mentoring sessions.

5. Provide at least 24 hours notice to your Mentee in the case of needing to cancel or reschedule a session.
6. Complete a [timesheet](#) after every mentoring session, whether or not the Mentee attended.
7. Contact post@serencymru.com with any questions, queries, academic clashes, holidays or illness that may interfere with your mentoring responsibilities.
8. Actively engage with the Seren Space mentoring group and ensure that your Seren Space profile is always kept up to date. You must complete the end of year mentoring survey.
9. Adhere to the safeguarding guidelines outlined below.

Safeguarding Responsibilities and Expectations

The following expectations and responsibilities are based on statutory guidance outlined in [Keeping Learners Safe \(2020\)](#).

All Mentors are expected to adhere to the following safeguarding expectations:

1. Prior to commencing your role as a Mentor, you must hold a valid DBS check, complete the mentor training session and safeguarding training.
2. You must only give mentoring sessions to Mentees you are matched with on Seren Space.
3. When delivering mentoring online in a 1-1 setting, ensure that the learner's parent or carer is aware that the session is happening. It is recommended that a parent or carer is within earshot of the meeting.
4. You must have your camera and microphone turned on at all times, ensuring you have an appropriate and safe background (e.g. blurred, or a living room, a study or a kitchen) and you are dressed appropriately and in a professional manner.
5. You must use appropriate and professional language and behaviour during your mentoring sessions and when messaging your Mentee.

6. You must only use Seren Space and the Sharepoint Shared Document to communicate with Mentee(s). No other channels of communication can be used outside of your mentoring sessions.
7. You must not share personal information, for example, phone numbers, email addresses, school or college information, home address information or social media accounts with a Mentee. You must not 'follow' or 'friend' a mentee on social networking sites.
8. You must never agree to meet a Mentee beyond your allocated mentoring sessions.
9. You must not accept or give personal gifts to or from a Mentee.
10. Any safeguarding concerns must be raised to the Designated Safeguarding Lead at Equal Education Partners
(safeguarding@equaleducationpartners.com)
 - a. If the concern is an emergency, you must contact emergency services and inform the Designated Safeguarding Lead at Equal Education Partners of the incident.
 - b. If the concern is urgent, contact the NSPCC Helpline and contact the Designated Safeguarding Lead at Equal Education Partners to inform us of the incident.
 - c. Other concerns must be raised by emailing the Designated Safeguarding Lead at Equal Education Partners.

By signing this role description, you are agreeing to adhere to the above expectations. If you do not adhere to these expectations, you may be removed from the Seren Mentoring Programme.

Person Specification

- Studying for or recently graduated from a degree / postgraduate degree in a relevant subject area;
- Knowledge and experience of the application process for university;
- Excellent communication skills;
- ICT skills;
- Ability to work independently, and ability to research and plan.

Remuneration

- Mentors must fill out the [Mentor Timesheet](#) at the end of every mentoring session.
- Mentors are paid £15 per hour, which equates to 50 minutes of session time and 10 minutes for preparation, follow-up, or administrative tasks.
- For each mentee assigned, mentors can apply for a 30-minute pay enhancement to compensate for additional time spent *outside* of the mentoring sessions. For example, providing written feedback on their mentee's personal statement. Mentors have to fill out the [Pay Enhancement Form](#), including evidence of time spent on this activity. There is only one pay enhancement available per mentee.
- Pay dates are calculated on a monthly basis and paid into your nominated bank account on the last working day of each month.

Privacy statement

During the mentoring cycle, the team may use information you provide in your profile to support the matching process (e.g. biography, responses to questions), and may use any comments captured in mentor timesheets regarding mentoring activities for promotional purposes. Personal information will never be shared for promotional purposes.

Please select one of the following statements:

- ☐ *I understand and give Equal Education Partners consent to use the information I have provided as outlined above.*
- ☐ *I do not consent to Equal Education Partners using the information I have provided as outlined above.*

Declaration

By signing this role description, I agree to adhere to the responsibilities and expectations required as a Seren Mentor.