

Come and join the team!

ADVERT

ROLE TITLE: CHILD PROTECTION CO-ORDINATOR, CHILDREN'S SOCIAL SERVICES

ADVERT TEXT:

Monmouthshire Children Services are committed to the development of excellent practice in the support, care, assessment and management of risk for the children and young people who are part of both support and protection processes in the Local Authority. The Safeguarding Unit is a mainstay of this drive for excellence in it's chairing of complex meetings, reviewing of care planning and outcomes for children, and it's quality assurance function. Further to this ensuring that the national and regional Safeguarding policies and protocols not only reach all parts of the council but ensure Monmouthshire's voice is contributed to shaping of these policies.

POST ID: SCS277

LOCATION: County Hall, Usk, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens. This is a role which will include working from office base, working from home and other locations within Monmouthshire.

GRADE: BAND K SCP 39 – SCP 43 £47,420 - £51,515

HOURS: 37 Per Week

TEMPORARY: No - Permanent

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE: 12:00noon on Friday, 05 July 2024

INTERVIEW DATE: 26th July 2024

Additional Information

Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment.

- committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE: CHILD PROTECTION CO-ORDINATOR
PERMANENT

POST ID: SCS277

GRADE: BAND K SCP 39 – SCP 43 £47,420 - £51,515

HOURS: 37 Per Week

WORK PATTERN: Full Time - Monday to Thursday 09:00am – 17:00pm;
Friday 09:00am – 16:30pm

LOCATION: County Hall, Usk, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens. This is a role which will include working from office base, working from home and other locations within Monmouthshire.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check:

- (d) Enhanced with Both Children/Adults Barred List Checks

RESPONSIBLE TO: Safeguarding and Early Help Service Manager

WELSH LANGUAGE ASSESSMENT:

(All posts must have a Welsh Language Assessment

- (b) Welsh language skills are desirable;

Safeguarding Unit.....**Who are we?**

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

Monmouthshire Children Services are committed to the development of excellent practice in the support, care, assessment and management of risk for the children and young people who are part of both support and protection processes in the Local Authority. The Safeguarding Unit is a mainstay of this drive for excellence in it's chairing of complex meetings, reviewing of care planning and outcomes for children, and it's quality assurance function. Further to this ensuring that the national and

regional Safeguarding policies and protocols not only reach all parts of the council but ensure Monmouthshire's voice is contributed to shaping of these policies.

The Purpose of this Role:-

To work as a key member of Monmouthshire's Safeguarding Unit to promote the welfare and safety of children in the Authority through the co-ordination and management of child protection processes in accordance with statutory guidance and principals of good practice.

Expectation and Outcomes of this Role:-

You will need to work with Team and Service Managers to support the implementation and review of the Keeping Children Safe Risk Management Framework as well as the Children Services Quality Assurance Framework as well as contribute to the development of regional forums and working groups supporting the development of police and protocols and playing a role in their embedding within the service.

Your responsibilities are to:-

1. To act as Chair of Child Protection Conferences, ensuring that the rights of parent's and children are respected and participation is supported
2. To quality assure the child protection processes and ensure compliance with statutory regulation;
3. To support the implementation of statutory guidance, and the development of internal processes and procedures compliant with national and regional Safeguarding Boards;
4. To ensure that all child protection plans for children and young people are outcome focused and offer clear direction and management of risk;
5. To complete quarterly evaluation reports to inform Children Services Leadership Team of quality and performance data;
6. To be a key partner in the implementation of Children Services risk management and quality assurance systems;
7. To contribute to the collective work of other safeguarding leads in the Unit and to support where necessary the work of the Whole Authority Safeguarding Group
8. To work with partner agencies to manage interagency challenges and to promote effective partnership working across Monmouthshire;



9. To build positive working relationships with operational team managers and to and develop and maintain systems which will support practitioner consistency and quality of practice;
10. To offer advice and guidance across the council re: Professional Concern matters and chair and be responsible for chairing of Professional Concern Strategy Meetings;
11. To represent Children's Services at multi-agency safeguarding forums including MAPPA, MARAC and MACE;
12. To be the Lead Officer for Monmouthshire for children at risk of all forms of exploitation, and to chair complex Strategy Meetings to identify and manage risk;
13. To advise on licensing matters within the Local Authority in respect of safeguarding children;
14. To provide expert advice to managers, staff, other organisations/relevant individuals and members when required in regard to child protection matters.
15. To be prepared to support the cover of the IRO for Children Looked After if required;
16. As a member of Monmouthshire's Safeguarding Unit, contribute to the work of the Local Authority Safeguarding Unit in developing professional knowledge and practice;
17. To contribute to the work of the Local Authority Safeguarding Unit on quality assurance, audit and review of safeguarding and child protection practice;
18. To assist with Children's Services representation within the structure of the Regional Safeguarding Children Board and contribute to the work of its relevant sub-groups as required;
19. As part of the Safeguarding Unit support the development of and delivery of Safeguarding training across the authority;
20. To continuously update own skills and knowledge in relation to all functions of the post.

21. To undertake an ongoing review of his/her practice with consequent programme of professional development to ensure that necessary skills, knowledge and understanding are kept updated.
22. To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
23. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.
24. To actively promote anti-discriminatory practice.
25. To be able to work flexible hours.

Here's what we can provide you with:-

- High quality support and supervision in a friendly and motivated environment
- Opportunities for training in order to professionally and personally develop your skills and experience
- Opportunity to develop Welsh language skills in line with the 'more than words' strategy'
- In line with Service objectives, flexibility to work agilely in order to achieve a positive work life balance
- The chance to work as part of a team to make a real difference to the lives and life chances of children and families in Monmouthshire
- An extra two days holiday each year on top of your annual leave

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.



Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	WEIGHTING HIGH / MEDIUM / LOW	HOW TESTED
1. EDUCATION/QUALIFICATION KNOWLEDGE		
A recognised social work professional qualification e.g. Dip. SW, C.Q.S.W or Degree	High	Application Form
Possess a thorough knowledge of the Social Services and Wellbeing Act (Wales) and the Wales Safeguarding Procedures	High	Application Form and Interview
Understanding of how the local authority Children's Services sector operates including the legal background	High	Application Form and Interview
2. EXPERIENCE		
5 years post qualifying experience working in Local Authority's Children's Services	High	Application Form
Relevant Child Protection work experience within statutory children services operational teams	High	Application Form
Min 3 years' experience at Senior Practitioner or Team Manager level	High	Application
Demonstrable experience chairing multiagency forums and risk management meetings	High	Application and Interview
Demonstrable experience in meaningfully involving children, parents and carers in the Child Protection process	High	Application and Interview
Experience of managing both qualitative and quantitative data system to be able to report to senior management	High	Application and Interview
Experience of project management and development and implementation of policy and protocols	Medium	Application and Interview

Training Experience within a Safeguarding field	Medium	Application and Interview
Knowledge of the work of the Gwent Safeguarding Board	Medium	Application and Interview
3. COMMUNICATION / INTERPERSONAL SKILLS		
To be a good communicator both verbally and in writing	High	Application Form and Interview
Ability to be an effective chairperson	High	Interview
Able to work effectively as part of the Management Team	High	Interview
Ability to lead and manage change	High	Interview
Negotiation, presentation and advocacy skills	High	Application Form and Interview
Ability to manage conflict and have difficult conversations	High	Interview
Ability to be a 'self starter' and work autonomously	High	Application Form and Interview

Should you require any further information regarding this post, please contact:
Jess Scarisbrick, Safeguarding and Early Help Service Manager
Tel: 01291 448281

Closing Date: 12:00noon on Friday, 05 July 2024
Interview Date: 26th July 2024

WELSH LANGUAGE SKILLS FRAMEWORK
LEVEL 1

Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc. 	<ul style="list-style-type: none"> • Can pronounce place names and personal names correctly. • Can greet individuals face to face or over the phone. • Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> • Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms. 	<ul style="list-style-type: none"> • Can open and close an e-mail or letter. • Can write personal names, place names, job titles. • Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.

LEVEL 2

Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general. • Can understand when people ask you do something. 	<ul style="list-style-type: none"> • Can communicate simple information or ask common questions, e.g. to acquire information from an individual. • Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh. • Can hold a short conversation with an individual or exchange relatively straightforward information. 	<ul style="list-style-type: none"> • Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message. 	<ul style="list-style-type: none"> • Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting. • Can write a short letter or e-mail to arrange an appointment.

	<ul style="list-style-type: none"> • Can contribute to a meeting, but need to revert to English for specialist terms. 		
--	--	--	--

LEVEL 3

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. • Can understand a discussion at a meeting if the subject is familiar. • Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> • Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. • Can hold a conversation with an individual or exchanging relatively straightforward information. • Can contribute to a meeting but need to revert to English for specialist terms. • Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> • Can understand most e-mail messages or letters concerning day to day work. • Can guess the meaning of a word based on context if the subject is familiar. • Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> • Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. • Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
----------------------	-----------------	----------------	----------------

<ul style="list-style-type: none"> • Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> • Can contribute effectively to internal and external meetings in a work context. • Can converse comfortably with individuals and exchange information as required. • Can argue for and against a specific case. • Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> • Can read most correspondence and scan long texts to find details. • Can understand most newspaper articles and reports with the aid of a dictionary. • Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> • Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.
--	---	--	---

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Can follow all conversations and discussions with individuals or colleagues. • Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> • Can express yourself fully in detail, even when discussing complex issues. • Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> • Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. • Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> • Can write reports in a clear style appropriate to the reader with the support of electronic language aids. • Can write formal or informal Welsh as required. • Can write a range of documents accurately and with confidence.

Dewch i ymuno gyda'r tîm!

HYSBYSEB SWYDD

TEITL SWYDD: CYDLYNYDD AMDDIFFYN PLANT, GWASANAETHAU CYMDEITHASOL PLANT

GEIRIAD YR HYSBYSEB:

Mae Gwasanaethau Plant Sir Fynwy yn ymroddedig i ddatblygu ymarfer rhagorol wrth gefnogi, gofalu, asesu a rheoli risg, ar gyfer y plant a'r bobl ifanc sy'n rhan o'r prosesau cymorth ac amddiffyn yn yr Awdurdod Lleol. Mae'r Uned Ddiogelu yn gonglfaen y cyrch am ragoriaeth wrth gadeirio cyfarfodydd cymhleth, adolygu cynllunio gofal a deilliannau ar gyfer plant a'i swyddogaeth sicrwydd ansawdd. Ymhellach i hyn, sicrhau fod holl bolisïau a phrotocolau cenedlaethol a rhanbarthol ar Ddiogelu nid yn unig yn cyrraedd pob rhan o'r cyngor ond yn sicrhau bod llais Sir Fynwy yn cyfrannu at lunio'r polisïau hyn.

CYFEIRNOD SWYDD: SCS277

LLEOLIAD|: Neuadd y Sir, Brynbuga a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth newid. Ni fyddir yn talu treuliau adleoli neu darfu os yw hyn yn digwydd. Mae hon yn swydd fydd yn cynnwys gweithio o swyddfa, gweithio gartref a lleoliadau eraill o fewn Sir Fynwy.

GRADD: BAND K SCP 39 – SCP 43 £47,420 - £51,515

ORIAU: 37 yr wythnos

DROS DRO: Na - Parhaol

GWIRIAD DBS: Oes (Gwiriad Datgelu a Gwahardd)

DYDDIAD CAU: 12.00 canol-dydd dydd Gwener 05 Gorffennaf 2024

DYDDIAD Y CYFWELIAD: 26/07/2024

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned.
- cyflogwr sydd wedi ymrwmo i fod yn hyderus o ran anabledd.
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog.
- ymwybodol o Awtistiaeth ac wedi ymrwmo i ddileu unrhyw rwystrau at gyflogaeth.
- ymrwmo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

PROFFIL Y SWYDD

TEITL Y SWYDD: CYDLYNYDD AMDDIFFYN PLANT
PARHAOL

CYFEIRNOD: SCS277

GRADD: BAND K SCP 39 – SCP 43 £47,420 - £51,515

ORIAU: 37 yr wythnos

PATRWM GWAITH: Llawn-amser – dydd Llun i ddydd Iau 09:00am – 17:00pm;
Dydd Gwener 09:00am – 16:30pm

LLEOLIAD|: Neuadd y Sir, Brynbuga a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth newid. Ni fyddir yn talu treuliau adleoli neu darfu os yw hyn yn digwydd. Mae hon yn swydd fydd yn cynnwys gweithio o swyddfa, gweithio gartref a lleoliadau eraill o fewn Sir Fynwy.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD (DBS):

Bydd penodiad i'r swydd hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad canlynol gan y DBS:

(d) Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio gyda Phlant ac Oedolion

YN ATEBOL I: Rheolwr Diogelu a Gwasanaeth Cymorth Cynnar

ASESIAD SGILIAU YN Y GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol.

Uned Ddiogelu - **Pwy ydym ni?**

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risgl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn risg. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

Ein Diben:-

Mae Gwasanaethau Plant Sir Fynwy yn ymroddedig i ddatblygu ymarfer rhagorol wrth gefnogi, gofalu, asesu a rheoli risg, ar gyfer y plant a'r bobl ifanc sy'n rhan o'r prosesau cymorth ac amddiffyn yn yr Awdurdod Lleol. Mae'r Uned Ddiogelu yn gonglfaen y cyrch am ragoriaeth wrth gadeirio cyfarfodydd cymhleth, adolygu cynllunio gofal a deilliannau ar gyfer plant a'i swyddogaeth sicrwydd ansawdd. Ymhellach i hyn, sicrhau fod holl bolisiau a phrotocolau cenedlaethol a rhanbarthol

ar Ddiogelu nid yn unig yn cyrraedd pob rhan o'r cyngor ond yn sicrhau bod llais Sir Fynwy yn cyfrannu at lunio'r polisiau hyn.

Diben y swydd hon:-

Gweithio fel aelod allweddol o Uned Ddiogelu Sir Fynwy i hyrwyddo llesiant a diogelwch plant yn yr Awdurdod drwy gydlynw a rheoli prosesau amddiffyn plant yn unol gyda chanllawiau statudol ac egwyddorion arfer da.

Disgwyliad a chanlyniadau'r swydd:-

Bydd angen i chi weithio gyda'r Rheolwyr Tîm a Gwasanaeth i gefnogi gweithredu ac adolygu Fframwaith Rheoli Risg Cadw Plant yn Ddiogel yn ogystal â Fframwaith Sicrwydd Ansawdd Gwasanaethau Plant yn ogystal â chyfrannu at ddatblygu fforymau rhanbarthol a gweithgorau yn cefnogi datblygu heddlu a phrotocolau a chwarae rôl wrth eu hymwreiddio o fewn y gwasanaeth.

Eich cyfrifoldebau yw:

1. Gweithredu fel Cadeirydd Cynadleddau Amddiffyn Plant, gan sicrhau y caiff hawliau rhieni a phlant eu parchu ac y cefnogir cyfranogiad.
2. Sicrwydd ansawdd y prosesau amddiffyn plant a sicrhau cydymffurfiaeth gyda rheoliadau statudol.
3. Cefnogi gweithredu canllawiau statudol a datblygu prosesau a gweithdrefnau mewnol gan gydymffurfio gyda Byrddau Diogelu cenedlaethol a rhanbarthol.
4. Sicrhau fod gan bob cynllun amddiffyn plant ar gyfer plant a phobl ifanc ffocws ar ddeilliannau ac yn cynnig cyfeiriad clir a rheoli risg;
5. Cwblhau adroddiadau gwerthuso chwarterol i lywio data ansawdd a pherfformiad Tîm Arweinyddiaeth Gwasanaethau Plant.
6. Bod yn bartner allweddol wrth weithredu systemau rheoli risg a sicrwydd ansawdd Gwasanaethau Plant;
7. Cyfrannu at waith ar y cyd arweinwyr eraill ar ddiogelu yn yr Uned ac i gefnogi gwaith y Grŵp Diogelu Awdurdod Cyfan lle bo angen;
8. Gweithio gydag asiantaethau partner i reoli heriau rhyng-asiantaeth ac i hyrwyddo gweithio partneriaeth effeithlon ar draws Sir Fynwy;
9. Adeiladu perthynas waith gadarnhaol gyda rheolwyr tîm gweithredol a datblygu a chynnal systemau fydd yn cefnogi cysondeb ymarferwyr ac ansawdd ymarfer;
10. Cynnig cyngor ac arweiniad ar draws y cyngor par: materion consyrn proffesiynol a bod yn gyfrifol am gadeirio cyfarfodydd strategaeth consyrn proffesiynol;
11. Cynrychioli Gwasanaethau Plant mewn fforymau diogelu aml-asiantaeth yn cynnwys MAPPA, MARAC a MACE;

12. Bod yn Swyddog Arweiniol Sir Fynwy ar gyfer plant mewn risg o bob math o ecsbloetiad a chadeirio cyfarfodydd strategaeth cymhleth i ddynodi a rheoli risg;
13. Rhoi cyngor ar faterion trwyddedu o fewn yr awdurdod lleol yng nghyswllt diogelu plant;
14. Rhoi cyngor arbenigol i reolwyr, staff, sefydliadau eraill/unigolion perthnasol ac aelodau pan fo angen yng nghyswllt materion amddiffyn plant;
15. Bod yn barod i gefnogi llanw dros yr IRO ar gyfer Plant sy'n Derbyn Gofal os oes angen;
16. Fel aelod o Uned Ddiogelu Sir Fynwy, cyfrannu at waith Uned Ddiogelu yr Awdurdod Lleol wrth ddatblygu gwybodaeth ac ymarfer proffesiynol;
17. Cyfrannu at waith Uned Ddiogelu yr Awdurdod Lleol ar sicrwydd ansawdd, archwilio ac adolygu ymarfer diogelu ac amddiffyn plant;
18. Cynorthwyo gyda chynrychioli Gwasanaethau Plant o fewn strwythur y Bwrdd Rhanbarthol Diogelu Plant a chyfrannu at waith ei is-grwpiau perthnasol fel sydd angen;
19. Fel rhan o'r Uned Ddiogelu cefnogi datblygu a darparu hyfforddiant Diogelu ar draws yr awdurdod;
20. Diweddarw eich sgiliau a'ch gwybodaeth eich hunan yn barhaus yng nghyswllt holl swyddogaethau'r swydd;
21. Ymgymryd ag adolygiad parhaus o'ch ymarfer eich hun gyda rhaglen ddilynol o ddatblygiad proffesiynol i sicrhau y caiff y sgiliau, gwybodaeth a dealltwriaeth angenrheidiol eu diweddarw'n gyson;
22. Cynnal arferion gwaith diogel ar gyfer eich hun ac eraill, yn unol â datganiad polisi yr awdurdod ar lechyd a Diogelwch yn y Gwaith.
23. Cydymffurfio gydag egwyddorion ac ymarfer cyfle cyfartal fel y'i nodir ym mholisi Cyfle Cyfartal y Cyngor.
24. Hyrwyddo ymarfer gwrth-wahaniaethol;
25. Medru gweithio oriau hyblyg.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

- Cymorth a goruchwyliaeth ansawdd uchel mewn amgylchedd cyfeillgar a gyda chymhelliant
- Cyfleoedd ar gyfer hyfforddiant er mwyn datblygu eich sgiliau a'ch profiad yn broffesiynol ac yn bersonol
- Cyfle i ddatblygu sgiliau yn y Gymraeg yn unol gyda strategaeth 'Mwy na Geiriau'
- Yn unol ag amcanion y gwasanaeth, hyblygrwydd i weithio'n ystwyth er mwyn sicrhau cydbwysedd cadarnhaol rhwng gwaith a bywyd

- Y cyfle i weithio fel rhan o dîm i wneud gwahaniaeth go iawn i fywydau a chyfleoedd bywyd plant a theuluoedd yn Sir Fynwy
- Dau ddiwrnod ychwanegol o wyliau bob blwyddyn yn ychwanegol at eich gwyliau blynyddol

Beth arall sydd angen i chi wybod.....Ein Gwerthoedd:

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwylwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwylwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltw'n gyda'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Tegwch: Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Manyleb Person

**Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y swydd hon?
Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-**

GOFYNION	PWYSIAD UCHEL / CANOLIG / ISEL	SUT Y PROFIR
1. ADDYSG / CYMWYSTERAU/ GWYBODAETH		
Cymhwyster proffesiynol gwaith cymdeithasol cydnabyddedig e.e. Dip. S.W, C.Q.S.W. neu Radd	Uchel	Ffurflen Gais
Meddu ar wybodaeth drwyadl o Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) a Gweithdrefnau Diogelu Cymru	Uchel	Ffurflen Gais a Chyfweliad
Deall sut mae sector Gwasanaethau Plant yr awdurdod lleol yn gweithredu yn cynnwys y cefndir cyfreithiol	Uchel	Ffurflen Gais a Chyfweliad
2. PROFIAD		
5 mlynedd o brofiad ôl-gymhwyso yn gweithio mewn Gwasanaethau Plant Awdurdod Lleol	Uchel	Ffurflen Gais
Profiad gwaith perthnasol mewn Amddiffyn Plant o fewn timau gweithredol statudol gwasanaethau plant	Uchel	Ffurflen Gais
O leiaf 3 blynedd o brofiad ar lefel Uwch Ymarferydd neu Reolwr Tîm	Uchel	Ffurflen Gais
Dangos profiad o gadeirio fforymau aml-asiantaeth a chyfarfodydd rheoli risg	Uchel	Ffurflen Gais a Chyfweliad
Profiad amlwg mewn cynnwys plant, rhieni a gofalwyr yn ystyrlon yn y broses Amddiffyn Plant	Uchel	Ffurflen Gais a Chyfweliad
Profiad o reoli systemau data ansoddol a meintioli i fedru adrodd i uwch reolwyr	Uchel	Ffurflen Gais a Chyfweliad
Profiad o reoli prosiect a datblygu a gweithredu polisi a phrotocolau	Canolig	Ffurflen Gais a Chyfweliad
Profiad hyfforddi mewn maes diogelu	Canolig	Ffurflen Gais a Chyfweliad

Gwybodaeth o waith Bwrdd Diogelu Gwent	Canolig	Ffurflen Gais a Chyfweliad
3. SGILIAU CYFATHREBU RHYNGBERSONOL		
Bod yn gyfathrebydd da yn llafar ac mewn ysgrifen	Uchel	Ffurflen Gais a Chyfweliad
Gallu i fod yn gadeirydd effeithlon	Uchel	Cyfweliad
Gallu i weithio'n effeithlon fel rhan o'r tîm rheoli	Uchel	Cyfweliad
Gallu i arwain a rheoli newid	Uchel	Cyfweliad
Sgiliau negodi, cyflwyno ac eiriolaeth	Uchel	Ffurflen Gais a Chyfweliad
Gallu i reoli gwrthdaro a chael sgysiau anodd	Uchel	Cyfweliad
Gallu i fod yn 'hunan-daniwr' a gweithio'n annibynnol	Uchel	Ffurflen Gais a Chyfweliad

Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â:
Jess Scarisbrick, Rheolwr Diogelu a Gwaasanaeth Cymorth Cynnar
Ffôn: 01291 448281

Dyddiad Cau: 12.00 canol-dydd ddydd Gwener 05 Gorffennaf 2024
Dyddiad Y Cyfweliad: 26/07/2024

FFRAMWAITH SGILIAU YN Y GYMRAEG
LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> Gall ynganu enwau lleoedd ac enwau personol yn gywir. Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> Gall agor a chau neges e-bost neu lythyr. Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. Gall gynnal sgwrs fer gydag 	<ul style="list-style-type: none"> Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad

	<p>unigolyn neu gyfnewid gwybodaeth cymharol syml.</p> <ul style="list-style-type: none"> Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 		
--	---	--	--

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgysiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd. Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad. Yn gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg yn ôl yr angen.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. Gall ddadlau dros ac yn erbyn achos penodol. Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhof trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darllynydd gyda chefnogaeth offer cymorth iaith electronig. Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.