

HYSBYSEB SWYDD

TEITL Y RÔL: Cynorthwydd Addysgu Lefel Uwch - Cefnogi a Chyflwyno Dysgu - (Lefel 4)

DISGRIFIAD O'R SWYDD:

Mae cyfle wedi dod i wneud gwahaniaeth gwirioneddol; y cyfle i ddod yn rhan o dîm ymroddedig yn Ysgol Gymraeg Trefynwy, ein hegin ysgol yn Nhrefynwy, sy'n agor ym mis Medi 2024.

Mae gennym 12 o ddisgyblion o Feithrin i Flwyddyn 1 eisoes wedi cofrestru ac yn barod i ddechrau eu haddysg drwy gyfrwng y Gymraeg, sy'n gyfnod cyffrous a hanesyddol i dref Trefynwy. Mae Cylch Ti a Fi ffyniannus, o dan arweinydd ysbrydoledig yn cyfarfod yn lleol, ac o 2025 ymlaen, bwriedir agor Cylch Meithrin gyda darpariaeth cofleidiol lawn yn yr ysgol.

Rydym yn chwilio am ymarferydd ysbrydoledig, sy'n angerddol am yr iaith Gymraeg a'i diwylliant ac mewn gwneud gwahaniaeth i brofiadau bywyd plant.

Mae'r Llywodraethwyr yn chwilio am rywun sydd:

- â disgwyliadau uchel o ran dysgu ac ymddygiad;
- yn ymarferydd Cam Cynnydd 1 a 2 ysbrydoledig ac effeithiol;
- yn meddu ar sgiliau cyfathrebu rhagorol yn y Gymraeg a'r Saesneg;
- ag angerdd i sicrhau bod pob plentyn yn llwyddo;
- yn gallu herio pob plentyn i gyflawni ei orau;
- yn credu mewn gwelliant parhaus i chi'ch hun fel ffordd o gyflawni'r gorau oll i blant a theuluoedd ein cymuned.
- yn meddu ar yr egni a'r ymrwymiad i fynd y 'fylltir ychwanegol',
- yn gweithio'n dda gyda gweithwyr proffesiynol eraill a chymuned ehangach yr ysgol;
- yn helpu i lunio dyfodol ein hysgol mewn cytgor ag ethos a gweledigaeth;

RHIF ADNABOD Y SWYDD: L23252001

GRADD: SCP 19 – SCP 23 Band F

CYFLOG: Band F SCP 19-23 / £29,777 - £32,076 pro rata

ORIAU: 32.5 yr wythnos, Term Ysgol Yn Unig

MATH O GONTRACT: PARHAOL

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD: Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd:

- Gwiriad Rhestr Gwahardd Gweithio Gyda Phlant

Os oes angen rhagor o wybodaeth arnoch ynglŷn â'r swydd hon, cysylltwch â'r aelod canlynol o'r Corff Llywodraethu: Mrs Kathryn Matthews neu drwy e-bostio: MatthewsK28@sch.caerphilly.gov.uk

Dyddiad cau: 8^{fed} Gorffennaf 2024, 12.00 hanner dydd
Dyddiad y cyfweiliad: 15^{fed} Gorffennaf 2024

DIOGELU:

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Ysgol a'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Chi sy'n gyfrifol am chwarae eich rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd gennych gyfrifoldeb i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogelu ac mae gennych ddyletswydd i gyflawni eich cyfrifoldebau personol o ran diogelu.

Gofynnir i chi nodi na allwn dderbyn CV

I wneud cais am y swydd hon llenwch ffurflen gais drwy:

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

neu

<https://www.eteach.com/jobs-in-monmouthshire-schools>

Gellir cyflwyno ceisiadau yn Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffurfiol na chais a gyflwynwyd yn Saesneg.

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyd ac mae'n amodol ar Wiriad Datgeliad Estynedig.

Mae'r swydd hon yn gofyn am gofrestru gyda'r EWC - Cyngor y Gweithlu Addysg

Mae'r Corff Llywodraethu wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac mae'n disgwyl i'r holl weithwyr a gwirfoddolwyr i rannu'r ymrwymiad hwn.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.

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

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwyliwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwyliwn 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.

Mae pob gweithiwr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

HYSBYSEB RÔL

TEITL Y RÔL:	Cynorthwydd Addysgu Lefel Uwch - Cefnogi a Chyflwyno Dysgu - (Lefel 4)
MATH O GONTRACT:	PARHAOL
RHIF ADNABOD Y SWYDD:	L23252001
GRADD/CYFLOG:	Band F SCP 19-23 / £29,777 - £32,076 pro rata
ORIAU:	32.5 yr wythnos 39 wythnos y flwyddyn
LLEOLIAD:	Ysgol Gymraeg Trefynwy
YN ATEBOL I:	Pennaeth
GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:	Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd: - Gwiriad Rhestr Gwahardd Gweithio Gyda Phlant
ASESIAD O'R GYMRAEG:	Mae sgiliau yn y Gymraeg yn hanfodol

DIOGELU:

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Ysgol a'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Chi sy'n gyfrifol am chwarae eich rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd gennych gyfrifoldeb i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogelu ac mae gennych ddyletswydd i gyflawni eich cyfrifoldebau personol o ran diogelu.

Diben y Rôl:

- Ategu gwaith proffesiynol yr athro drwy gymryd cyfrifoldeb am weithgareddau dysgu y cytunwyd arnynt o dan system oruchwylio y cytunwyd arni. Gall hyn gynnwys cynllunio, paratoi a chyflwyno gweithgareddau dysgu ar gyfer unigolion/grwpiau neu dymor byr ar gyfer dosbarthiadau cyfan a monitro disgyblion ac asesu, cofnodi ac adrodd ar gyflawniad, cynnydd a datblygiad disgyblion.
- Yn gyfrifol am reoli a datblygu maes arbenigol o fewn yr ysgol a/neu reoli cynorthwywyr addysgu eraill, gan gynnwys dyrannu a monitro gwaith, gwerthuso a hyfforddi.

Bydd eich cyfrifoldebau yn cynnwys:

Cymorth ar gyfer Disgyblion

- Asesu anghenion disgyblion a defnyddio gwybodaeth fanwl a sgiliau arbenigol i gefnogi dysgu'r disgyblion.
- Sefydlu perthynas waith gynhyrchiol gyda disgyblion, gan weithredu fel model rôl a gosod disgwyliadau uchel.
- Datblygu a gweithredu CAU.
- Hyrwyddo cynhwysiad a derbynriad pob disgybl o fewn y dosbarth.
- Cefnogi disgyblion yn gyson tra'n cydnabod ac ymateb i'w hanghenion unigol.
- Annog disgyblion i ryngweithio a gweithio ar y cyd ag eraill ac ennyn diddordeb pob disgybl mewn gweithgareddau.
- Hyrwyddo annibyniaeth a defnyddio strategaethau i gydnabod a gwobrwyo cyflawniad o hunandibyniaeth.
- Darparu adborth i ddisgyblion mewn perthynas â chynnydd a chyflawniad.

Cymorth ar gyfer yr Athro/Athrawes

- Trefnu a rheoli amgylchedd dysgu ac adnoddau priodol.
- O fewn system oruchwylio y cytunwyd arni, cynllunio amcanion addysgu a dysgu heriol i werthuso ac addasu cynlluniau gwersi/gwaith fel y bo'n briodol.
- Monitro a gwerthuso ymatebion disgyblion i weithgareddau dysgu trwy ystod o strategaethau asesu a monitro yn erbyn amcanion dysgu a bennwyd ymlaen llaw.
- Darparu adborth gwrthrychol a chywir ac adroddiadau yn ôl yr angen ar gyflawniad disgyblion, cynnydd a materion eraill, gan sicrhau bod tystiolaeth briodol ar gael.
- Cofnodi cynnydd a chyflawniad mewn gwersi/gweithgareddau yn systematig a darparu tystiolaeth o ystod a lefel cynnydd a chyrhaeddiad.
- Gweithio o fewn polisi disgyblaeth sefydledig i ragweld a rheoli ymddygiad yn adeiladol, gan hyrwyddo hunanreolaeth ac annibyniaeth.
- Cefnogi rôl rhieni yn nysgu disgyblion a chyfrannu at/arwain cyfarfodydd gyda rhieni i roi adborth adeiladol ar gynnydd/cyflawniad disgyblion, ac ati.
- Gweinyddu ac asesu/marcio profion a goruchwylio arholiadau/profion.
- Cynhyrchu cynlluniau gwersi, taflenni gwaith, cynlluniau, ac ati.

Cymorth gyda'r Cwrciwlwm

- Cyflwyno gweithgareddau dysgu i ddisgyblion o fewn system oruchwylio y cytunwyd arni, gan addasu gweithgareddau yn unol ag ymateb/anghenion disgyblion.
- Cyflwyno strategaethau dysgu lleol a chenedlaethol, e.e. Llythrennedd, rhifedd, y blynyddoedd cynnar, a gwneud defnydd effeithiol o'r cyfleoedd a ddarperir gan weithgareddau dysgu eraill i gefnogi datblygiad medrau disgyblion.
- Defnyddio TGCh yn effeithiol i gefnogi gweithgareddau dysgu a datblygu hyfedredd ac annibyniaeth disgyblion wrth ei defnyddio.
- Dethol a pharatoi adnoddau angenrheidiol i arwain gweithgareddau dysgu, gan gymryd i ystyriaeth ddiddordebau ac iaith a chefnidir diwylliannol y disgyblion.
- Cynghori ar leoli a defnyddio cymorth/adnoddau/offer arbenigol yn briodol.

Cymorth ar gyfer yr Ysgol

- Cydymffurfio a chynorthwyo gyda datblygiad polisïau a gweithdrefnau yn ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd a diogelu data, gan adrodd am bryderon i berson priodol.
- Bod yn ymwybodol o wahaniaeth a'i gefnogi a sicrhau bod pob disgybl yn cael mynediad cyfartal i gyfleoedd i ddysgu a datblygu.
- Cyfrannu at ethos/gwaith/amcanion cyffredinol yr ysgol.
- Sefydlu perthnasoedd adeiladol a chyfathrebu ag asiantaethau/gweithwyr proffesiynol eraill, mewn cysylltiad â'r athro, i gefnogi cyflawniad a chynnydd disgyblion.
- Cymryd yr awenau fel y bo'n briodol i ddatblygu dulliau aml-asiantaeth priodol o gefnogi disgyblion.
- Adnabod eich cryfderau a'ch meysydd arbenigedd eich hun a defnyddio'r rhain i arwain, cynghori a chefnogi eraill.
- Cyflwyno gweithgareddau dysgu y tu allan i'r ysgol o fewn canllawiau a sefydlwyd gan yr ysgol.
- Cyfrannu at nodi a chyflawni gweithgareddau dysgu priodol y tu allan i'r ysgol sy'n atgyfnerthu ac yn ymestyn y gwaith a wneir yn y dosbarth.
- Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Ysgol a'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Chi sy'n gyfrifol am chwarae eich rhan mewn lles, diogelwch ac amddiffyn plant ac oedolion sy'n wynebu risg. Bydd gennych gyfrifoldeb i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogelu a bydd gennych ddyletswydd i gyflawni eich cyfrifoldebau personol am ddiogelu.

Mae pob gweithiwr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Dyddiad y Cytunwyd arno gan Ddeiliad y Swydd:

Llofnod Deiliad y Swydd:

Manyleb Person

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

Profiad

- Profiad o weithio gyda phlant o oedran perthnasol mewn amgylchedd dysgu.

Cymwysterau

- Cwrdd â safonau Cynorthwywyr Addysgu Lefel Uwch neu gymhwyster neu brofiad cyfatebol.
- Sgiliau rhifedd/llythrennedd ardderchog - cyfwerth ag NVQ Lefel 2 mewn Saesneg a Mathemateg.
- Hyfforddiant mewn strategaethau dysgu perthnasol, e.e. Llenyddiaeth.
- Siliau arbenigol/hyfforddiant yn y cwricwlwm neu faes dysgu, e.e. Dwyieithog, iaith arwyddion, TGCh.

Gwybodaeth/Sgiliau

- Yn gallu defnyddio TGCh yn effeithiol i gefnogi dysgu.
- Gwybodaeth ymarferol lawn o bolisïau/codau ymarfer/deddfwriaeth berthnasol.
- Gwybodaeth ymarferol a phrofiad o weithredu cwricwlwm cenedlaethol/cyfnod sylfaen a rhaglenni/strategaethau dysgu perthnasol eraill.
- Dealltwriaeth dda o ddatblygiad plant a phrosesau dysgu.
- Dealltwriaeth o fframweithiau statudol sy'n ymwneud ag addysgu.
- Y gallu i berthnasu'n dda â phlant ac oedolion.
- Gweithio'n adeiladol fel rhan o dîm, gan ddeall rolau a chyfrifoldebau dosbarth a'ch safle chi o fewn y rhain.
- Bod yn ymwybodol a chydymffurfio â pholisïau a gweithdrefnau sy'n ymwneud â chynhwysiant, amddiffyn plant, diogelu, iechyd, diogelwch a diogeledd, cyfrinachedd a diogelu data, gan adrodd am bob pryder i berson priodol.

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'r swydd yn gofyn am wiriad Datgeliad gan y Gwasanaeth Datgelu a Gwahardd a dau dystlythyr ysgrifenedig addas cyn penodi.

Mae Sgiliau yn y Gymraeg yn Hanfodol

Dyddiad y Cytunwyd arno gan Ddeiliad y Swydd:

Llofnod Deiliad y Swydd:

ROLE ADVERT

ROLE TITLE: Higher Level Teaching Assistant - Supporting and Delivering Learning - (Level 4)

PURPOSE OF POST:

An opportunity has arisen to make a real difference; the chance to become a part of a dedicated team in Ysgol Gymraeg Trefynwy, our need seedling school in Monmouth, which is opening in September 2024.

We have 12 pupils from Nursery to Year 1 already registered and ready to start their education through the medium of Welsh, which is an exciting and historic moment for the town of Monmouth. A thriving Ti a Fi Group, under an inspiring leader meets locally, and from 2025 it is planned to open a Cylch Meithrin with full wraparound provision in the school.

We are looking for an inspirational practitioner, who is passionate about the Welsh language and culture and in making a difference to children's life experiences.

The Governors are looking for someone who:

- has high expectations of learning and behaviour;
- is an inspiring and effective Progression Step 1 and 2 practitioner;
- has excellent communication skills in Welsh and English;
- has a passion to ensure that every child succeeds;
- is able to challenge all children to achieve their personal best;
- believe in continuous improvement for yourself as a way of achieving the very best for the children and families of our community.
- has the energy and commitment to go the 'extra mile',
- works well with other professional and the wider school community;
- will help shape the future of our school in harmony with ethos and vision;

POST ID: L23252001

GRADE: SCP 19 – SCP 23 Band F

SALARY: Band F SCP 19-23 / £29,777 - £32,076 pro rata

HOURS: 32.5 hours per week, Term time only

CONTRACT TYPE: PERMANENT

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:

- An Enhanced with Children Barred List Check

Should you require any further information regarding this post, please contact the following Governing Body member: Mrs Kathryn Matthews via email: MatthewsK28@sch.caerphilly.gov.uk

Closing date: 8th July 2024, 12.00 noon
Interview date: 15th July 2024

Please note that we are not able to accept CV's

To apply for this post please complete an application form via:

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

or

<https://www.eteach.com/jobs-in-monmouthshire-schools>

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.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

This post requires registration with the EWC - Education Workforce Council

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

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

Monmouthshire County Council operates a Smoke Free Workplace policy.

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.

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.

JOB DESCRIPTION

ROLE TITLE: Higher Level Teaching Assistant - Supporting and Delivering Learning - (Level 4)

CONTRACT TYPE: PERMANENT

POST ID: L23252001

GRADE/SALARY: Band F SCP 19-23 / £29,777 - £32,076 pro rata

HOURS: 32.5 hours per week / 39 weeks per year

WORK PATTERN: Term time only, Monday to Friday

LOCATION: Ysgol Gymraeg Trefynwy

RESPONSIBLE TO: Headteacher

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:
- An Enhanced with Children Barred List Check

WELSH LANGUAGE Proficient skills in Welsh are essential

SAFEGUARDING:

Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding

Job Purpose:

- To complement the professional work of teacher by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants, including allocation and monitoring of work, appraisal and training.

Your responsibilities are to:

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement IEPs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheets, plans, etc.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g. Literacy, numeracy, early years, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural background.

- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out-of-school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class.
- Safeguarding and Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

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.

Signature of Postholder:

Date Agreed by Postholder:

Person Specification

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

Experience

- Experience working with children of relevant age in a learning environment.

Qualifications

- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.
- Excellent numeracy/literacy skills - equivalent to NVQ Level 2 in English and Maths.
- Training in relevant learning strategies, e.g. Literacy.
- Specialist skills/training in curriculum or learning area, e.g. Bilingual, sign language, ICT.

Knowledge/Skills

- Can use ICT effectively to support learning.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Appointment to this post is exempt from Rehabilitation of Offenders Act and the position requires a DBS Disclosure check and two suitable written references before appointment.

Welsh Language skills are essential

Signature of Postholder:

Date Agreed by Postholder:

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>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.</i></p>			
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			
<p><i>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.</i></p>			
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 ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<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
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
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<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.
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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.

