

ROLE ADVERT

ROLE TITLE: Teaching Assistant – Level 3

PURPOSE OF POST:

An opportunity has arisen to make a real difference; the chance to become a part of a highly effective team.

We are looking for an inspirational practitioner who is passionate about making a difference to children's life experiences.

You will have high expectations of learning and behaviour; challenge all children to achieve their personal best. With your energy and commitment to go the 'extra mile', you will shape the future of our school in harmony with our ethos and vision. You believe in continuous improvement for yourself as a way of achieving the very best for the children and families of our community.

POST ID: L23252002

GRADE: SCP 9 – SCP 13 Band D

SALARY: £25,119 - £26,873 pro rata

HOURS: 32.5 hours per week, Term time only (39 Weeks per year)

CONTRACT TYPE: TEMPORARY until August 31 2025 in the first instance

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:

Kathryn Matthews, Executive headteacher, via email:

matthewsk28@hwbcymru.net

Closing date: 29th July 2024, 12.00 noon

Interview date: 31st July 2024

Start Date: 1st September 2024

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

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

<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:	Teaching Assistant – Level 3
CONTRACT TYPE:	TEMPORARY
POST ID:	L23252002
GRADE/SALARY:	Band D SCP 9-13 / £25,119 - £26,873 pro rata
HOURS:	32.5 hours per week, 39 Weeks per year
WORK PATTERN:	Term time only, Monday to Friday 8:40 – 3:40
LOCATION:	Ysgol Gymraeg Trefynwy (on Overmonow Primary site)

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 **Welsh language skills 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

Our Purpose:

Working under guidance provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

Your responsibilities are to:

Support for Pupils

- Provide pastoral support to pupils.
- Receive and supervise pupils excluded from, or otherwise not working to a normal timetable.
- Attend to pupils' personal needs and provide advice in their social, health and hygiene development.
- Participate in comprehensive assessment of pupils to determine those in

need of particular help.

- Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans.
- Support provision for pupils with special needs.
- Establish productive working relationships with pupils, acting as a role model.
- Develop one-to-one mentoring arrangement with and provide support for distressed pupils.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.

Support for the Teacher

- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Support pupils' access to learning using appropriate strategies, resources, etc..
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Assist in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home-to-school and community links.
- Assist in the development, implementation and monitoring of systems relating to attendance and integration.
- Clerical/admin. support, e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, etc., making phone calls, etc..

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all 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 of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities, as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- 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.
- Implement unplanned cover supervision when necessary
- Implement planned supervision of pupils out of school hours.
- Supervise pupils on visits, trips and out-of-school activities as required.

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

- Working with or caring for children of relevant age.
- Working when required with pupils with additional needs.

Qualifications

- Good numeracy/literacy skills.
- NVQ/QCF Level 3 for Teaching Assistants or equivalent qualification or experience, e.g. RNIB, BSL Level 1 qualification.
- Training in relevant strategies to support learning.
- First aid training as appropriate.

Knowledge/Skills

- Full working knowledge of relevant policies/code of practice and awareness of relevant legislation.
- Working knowledge of National Curriculum and other relevant learning programmes.
- Understanding of principles of child development and learning processes and, in particular, barriers to learning.
- Ability to plan effective actions for pupils at risk of underachieving.
- Full understanding of the range of support services/providers.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively and flexibly 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 Desirable

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

Signature of Postholder:

Date Agreed by Postholder:

HYSBYSEB SWYDD

TEITL Y RÔL: Cymhorthydd Addysgu - Lefel 3

DISGRIFIAD O'R SWYDD:

Mae cyfle wedi codi i wneud gwahaniaeth go iawn; y cyfle i ddod yn rhan o a tîm hynod effeithiol.

Rydym yn chwilio am ymarferydd ysbrydoledig sy'n angerddol am wneud gwahaniaeth i brofiadau bywyd plant.

Bydd gennych ddisgwyliadau uchel o ran dysgu ac ymddygiad; herio pob plentyn i gyflawni ei orau bersonol. Gyda'ch egni a'ch ymrwymiad i fynd yr 'filltir ychwanegol', byddwch yn siapio dyfodol ein hysgol mewn cytgord â'n hethos a'n gweledigaeth. Rydych chi'n credu mewn gwelliant parhaus i chi'ch hun fel ffordd o gyflawni'r gorau i blant a theuluoedd ein cymuned.

MATH CONTRACT: DROS DRO tan Awst 2025 yn yr achos gyntaf

RHIF ADNABOD Y SWYDD: L23252002

GRADD / CYFLOG: Band D SCP 9-13 / £25,119 - £26,873 pro rata

ORIAU: 32.5 awr yr wythnos, 39 Wythnos y flwyddyn

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: 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.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Kathryn Matthews, Pennaeth, via email: matthewsk28@hwbcymru.net

Dyddiad Cau: 29.07.2024 12.00 noon
Dyddiad y Cyfweiliad: 31.07.2024
Dyddiad Dechrau: 01.09.2024

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/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 Troseddwyr 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 ymrwmo 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 ymgysylltwn 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.

HYSBYSEB RÔL

TEITL Y RÔL:	Cymhorthydd Addysgu - Lefel 3
MATH CONTRACT:	DROS DRO tan Awst 31 2025 yn yr achos gyntaf
RHIF ADNABOD Y SWYDD:	L23252002
GRADD:	Band D SCP 9-13 / £25,119 - £26,873 pro rata
ORIAU:	32.5 yr wythnos, 39 Wythnos y flwyddyn
PATRWM GWAITH:	Yn ystod amser tymor yn unig
LLEOLIAD:	Ysgol Gymraeg Trefynwy (ar safle Overmonow Primary)
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:	Sgiliau yn y Gymraeg yn hanfodol
YN ATEBOL I:	Pennaeth ysgol

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.

Ein Pwrpas:

Gweithio o dan arweiniad i ddarparu cymorth i fynd i'r afael ag anghenion disgyblion sydd angen help arbennig i oresgyn rhwystrau i ddysgu.

Bydd eich cyfrifoldebau'n cynnwys:-

Cymorth i Ddisgyblion

- Darparu cymorth bugeiliol i ddisgyblion.
- Derbyn a goruchwyllo disgyblion sydd wedi'u heithrio o, neu fel arall ddim yn gweithio i, amserlen arferol.
- Delio ag anghenion personol disgyblion a rhoi cyngor yn eu datblygiad cymdeithasol, iechyd a hylendid
- Cymryd rhan mewn asesiad cynhwysfawr o ddisgyblion i benderfynu ar y rhai sydd angen cymorth penodol.
- Cynorthwyo'r athro i ddatblygu a gweithredu Cynlluniau Addysg Unigol/Ymddygiad/Cymorth/Mentora.
- Cefnogi'r ddarpariaeth ar gyfer disgyblion sydd ag anghenion arbennig.
- Sefydlu perthynas waith gynhyrchiol gyda disgyblion, gan weithredu fel model rôl.
- Datblygu trefniant mentora un-i-un gyda disgyblion sy'n ofidus a darparu cymorth iddynt.
- Hyrwyddo trosglwyddiad cyflym ac effeithiol disgyblion ar draws camau/integreiddiad y rhai sydd wedi bod yn absennol.
- Darparu gwybodaeth a chyngor i alluogi disgyblion i wneud dewisiadau am eu dysgu/ymddygiad/presenoldeb eu hunain.
- Herio ac ysgogi disgyblion, hyrwyddo ac atgyfnerthu hunan-barch.
- Rhoi adborth i ddisgyblion mewn perthynas â chynnydd, cyflawniad, ymddygiad, presenoldeb ac ati.

Cefnogaeth i'r Athro

- Cysylltu ag ysgolion bwydo a chyrrff perthnasol eraill i gasglu gwybodaeth am ddisgyblion.
- Cefnogi mynediad disgyblion at ddysgu gan ddefnyddio strategaethau, adnoddau ac ati priodol.
- Gweithio gyda staff eraill i gynllunio, gwerthuso ac addasu gweithgareddau dysgu fel y bo'n briodol.
- Monitro a gwerthuso ymatebion a chynnydd disgyblion yn erbyn cynlluniau gweithredu drwy arsylwi a chofnodi arfaethedig.
- Darparu adborth ac adroddiadau gwrthrychol a chywir yn ôl yr angen i staff eraill ar gyflawniad, cynnydd a materion eraill yn ymwneud a disgyblion, gan sicrhau bod tystiolaeth briodol ar gael.
- Bod yn gyfrifol am gadw a diweddarau cofnodion fel y cytunwyd gyda staff eraill, gan gyfrannu at adolygiadau o systemau/cofnodion yn ôl y gofyn.
- Cynorthwyo i ddatblygu a gweithredu strategaethau rheoli ymddygiad priodol.
- Sefydlu perthynas adeiladol gyda rhieni/gofalwyr, cyfnewid gwybodaeth, hwyluso eu cefnogaeth i bresenoldeb, mynediad a dysgu eu plentyn a chefnogi cysylltiadau o'r cartref i'r ysgol a'r gymuned.

- Helpu i ddatblygu, gweithredu a monitro systemau sy'n ymwneud â phresenoldeb ac integreiddio.
- Cymorth clerigol/gweinyddol e.e. delio â gohebiaeth, casglu / dadansoddi / adrodd ar bresenoldeb, gwaharddiadau, ac ati, gwneud galwadau ffôn, ac ati.

Cefnogaeth i'r Cwricwlwm

- Gweithredu gweithgareddau dysgu/rhaglenni addysgu y cytunwyd arnynt, addasu gweithgareddau yn unol ag ymatebion/anghenion disgyblion.
- Bod yn ymwybodol o amrywiaeth o weithgareddau, cyrsiau, sefydliadau ac unigolion a'u gwerthfawrogi er mwyn darparu cymorth i ddisgyblion ehangu a chyfoethogi eu dysgu.
- Penderfynu ar yr angen am offer, cynlluniau ac adnoddau arbenigol, eu paratoi a'u defnyddio i gefnogi disgyblion.

Cefnogaeth i'r Ysgol

- Bod yn ymwybodol o bolisiâu a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a gwarchodaeth, cyfrinachedd a diogelu data, a nodi'r holl bryderon i berson priodol.
- Byddwch yn ymwybodol o wahaniaeth a chefnogaeth ac yn sicrhau bod gan bob disgybl fynediad cyfartal at gyfleoedd i ddysgu a datblygu.
- Cyfrannu at ethos/gwaith/nodau cyffredinol yr ysgol.
- Sefydlu perthnasoedd adeiladol a chyfathrebu ag asiantaethau/gweithwyr proffesiynol eraill, mewn cyswllt â'r athro, i gefnogi cyflawniad a chynnydd y disgyblion.
- Mynychu a chymryd rhan mewn cyfarfodydd rheolaidd.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill fel bo'r angen.
- Adnabod cryfderau a meysydd arbenigedd eich hun a defnyddio'r rhain i gynghori a chefnogi eraill.
- Cynorthwyo i oruchwylio, hyfforddi a datblygu staff.
- 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 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.
- Gweithredu goruchwyliaeth dros dro heb ei gynllunio pan fo angen
- Gweithredu goruchwyliaeth gynlluniedig disgyblion y tu allan i oriau ysgol.
- Goruchwyllo'r disgyblion ar ymweliadau, teithiau a gweithgareddau y tu allan i'r ysgol yn ôl yr angen.

Mae pob gweithiwr yn gyfrifol am gynnal eu hunain mewn modd sy'n cydymffurfio â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Llofnod Deiliad y Swydd:



monmouthshire
sir fynwy

Dyddiad a gytunwyd gan Ddeiliad y Swydd:

Manyleb Person

Sut y byddwn yn gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus, byddwch wedi dangos eich bod â'r canlynol:-

Profiad

- Gweithio gyda neu'n gofalu am blant o'r oedran perthnasol.
- Gweithio pan fo angen gyda disgyblion sydd ag anghenion ychwanegol.

Cymwysterau

- Sgiliau rhifedd/llythrennedd da.
- NVQ / Fframwaith Credydau a Chymwysterau Lefel 3 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad cyfatebol, e.e. RNIB, cymhwyster Lefel 1 Iaith Arwyddion Prydain.
- Hyfforddiant mewn strategaethau perthnasol i gefnogi dysgu.
- Hyfforddiant Cymorth Cyntaf fel y bo'n briodol (Cymorth Cyntaf yn y Gwaith 3 Diwrnod)

Gwybodaeth/Sgiliau

- Gwybodaeth weithredol lawn o bolisiau/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol.
- Gwybodaeth weithredol o'r Cwricwlwm Cenedlaethol a rhaglenni dysgu perthnasol eraill.
- Dealltwriaeth o egwyddorion prosesau datblygu a dysgu plant ac, yn benodol, rhwystrau i ddysgu.
- Y gallu i gynllunio camau gweithredu effeithiol ar gyfer disgyblion sydd mewn perygl o dangyflawni.
- Dealltwriaeth lawn o'r ystod o wasanaethau / darparwyr cymorth.
- Y gallu i hunanarfarnu anghenion dysgu a cheisio cyfleoedd dysgu.
- Y gallu i berthnasu'n dda â phlant ac oedolion.
- Gweithio'n adeiladol ac yn hyblyg fel rhan o dîm, gan ddeall rolau a chyfrifoldebau ystafell ddosbarth a'ch sefyllfa eich hun o fewn y rhain.
- Bod yn ymwybodol o bolisiau a gweithdrefnau sy'n ymwneud â chynhwysiant, amddiffyn plant, diogelu plant, iechyd, diogelwch a gwarchodaeth, cyfrinachedd a diogelu data, ac yn cofnodi pob pryder i berson priodol.

Mae penodiad i'r swydd hon wedi'i heithrio o'r Ddeddf Ailsefydlu Troseddwyr ac mae angen gwiriad y Gwasanaeth Datgelu a Gwahardd a dau eirdd ysgrifenedig addas cyn y penodiad.

Mae sgiliau Cymraeg yn ddymunol

Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant iaith Gymraeg i staff sy'n cael ei ariannu gan y Cyngor. Caiff hyn ei weithredu os bydd angen am sgiliau Cymraeg yn y rôl.

Llofnod Deiliad y Swydd:

Dyddiad a gytunwyd gan Ddeiliad y Swydd: