

## ROLE ADVERT

**ROLE TITLE:** Teaching Assistant – Level 2

**PURPOSE OF POST:**

The Governing Body is seeking to appoint a committed, caring and enthusiastic person to join our friendly community and team of committed, enthusiastic staff, governors, pupils and parents. You must be able to work closely with all team members to provide continuity for the children in the class. You must be able to work in all year groups and provide 1:1 support and group support for pupils with physical, learning or behavioural needs, in a mainstream environment.

Castle Park Primary School is at the heart of the Caldicot community. Our vision for Castle Park Primary School is to provide the experiences for everybody to be happy, resilient and confident learners. All pupils and staff need to be independent, think creatively and reflect upon their learning, in order to achieve their true potential and future aspirations.

**POST ID:** L23221048

**GRADE:** Band C SCP 5-8

**SALARY:** £23,500 - £24,702 pro rata

**HOURS:** 32.5 hours per week, 39 weeks a year

**CONTRACT TYPE:** TEMPORARY As soon as possible - August 31st 2025

**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 Headteacher Claire Orford at Castle Park Primary School on 01291 420465.

**Closing Date:** Midday on Wednesday 28th August

**Start Date:** As soon as possible

**Additional Information**

**Please note that we are not able to accept CVs**

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.

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.

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.

This post requires registration with the EWC - Education Workforce Council

### **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.

## JOB DESCRIPTION

<b>ROLE TITLE:</b>	<b>Teaching Assistant – Level 2</b>
<b>CONTRACT TYPE:</b>	<b>As soon as possible - August 31st 2025</b>
<b>POST ID:</b>	<b>L23221048</b>
<b>GRADE/SALARY:</b>	<b>Band C SCP 5-8</b>
<b>HOURS:</b>	<b>32.5 hours per week 39 weeks a year</b>
<b>WORK PATTERN:</b>	<b>Term time only, Monday to Friday 8:30 – 3.30</b>
<b>LOCATION:</b>	<b>Castle Park Primary School</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>
<b>DISCLOSURE AND BARRING SERVICE (DBS) CHECK:</b>	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
<b>WELSH LANGUAGE</b>	<b>Welsh language skills are desirable</b>

### **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

### **The Purpose of this Role:**

#### **Support for Pupil**

- When requires, attend to the pupil's personal needs, and implement related personal programmes including social, health, physical, hygiene, first aid, toileting, feeding and mobility.
- To support individual(s) with medical/behavioural needs to enable access to learning.
- Following training, administer medication in accordance with the procedures for LA and school policies.
- Supervise and support pupil ensuring their safety and access to learning.
- Establish good relationships with pupil, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.

- Encourage pupils to act independently as appropriate.

### **Support for the Teacher**

- Provide detailed and regular feedback to teachers on pupil achievement, progress, problems etc.
- Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
- Monitor pupil's responses to learning activities and undertake pupil record keeping as requested.
- Establish routines to ensure regular and effective feedback is given to the teacher
- Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning.
- Liaise sensitively and effectively with parents, carers as agreed with the teacher.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.

### **Support for the School**

- Be aware and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional review as required.
- To undertake Child Protection / Safeguarding Training and to report anything of concern to the Headteacher.

## **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.
- NVQ2 for Teaching Assistants or equivalent qualification or experience, e.g. RNIB.
- Training in relevant strategies to support learning.
- First aid training as appropriate.

### **Knowledge/Skills**

- Effective use of ICT to support learning.
- Use of other equipment and basic technology, e.g. Laptop, photocopier.
- Understanding of relevant policies/code of practice and awareness of relevant legislation.
- General understanding of the New Curriculum for Wales and other basic learning programme/strategies as appropriate e.g. Read, Write, Inc.
- Basic understanding of child development and learning.
- 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.

### **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.



## 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"> <li>➤ 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,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.</li> </ul>
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"> <li>➤ 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</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>
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"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>

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

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

## HYSBYSEB RÔL

**TEITL Y RÔL:** Cynorthwydd Dysgu – Lefel 2

**PWRPAS Y RÔL:**

Mae'r Corff Llywodraethu am benodi person ymroddgar, gofalgar a brwdfrydig i ymuno â'n cymuned gyfeillgar a thîm o staff, llywodraethwyr, disgyblion a rhieni ymroddedig, brwdfrydig. Rhaid i chi allu gweithio'n agos gyda holl aelodau'r tîm i ddarparu dilyniant i'r plant yn y dosbarth. Rhaid i chi allu gweithio ym mhob grŵp blwyddyn a darparu cymorth 1:1 a chymorth grŵp i ddisgyblion ag anghenion corfforol, dysgu neu ymddygiadol, mewn amgylchedd prif ffrwd.

Mae Ysgol Gynradd Parc y Castell wrth galon cymuned Cil-y-coed. Ein gweledigaeth ar gyfer Ysgol Gynradd Parc y Castell yw darparu'r profiadau i bawb fod yn ddysgwyr hapus, gwydn a hyderus. Mae angen i bob disgybl a staff fod yn annibynnol, meddwl yn greadigol a myfyrio ar eu dysgu, er mwyn cyflawni eu gwir botensial a'u dyheadau ar gyfer y dyfodol.

**RHIF ADNABOD Y RÔL:** L23221048

**GRADD:** Band C SCP 5-8

**CYFLOG:** £23,500 - £24,702 pro rata

**ORIAU:** 32.5 awr yr wythos, 39 wythnos y flwyddyn

**MATH O GONTRACT:** DROS DRO Cyn gynted ag sydd yn bosib – 31ain Awst 2025

**GWIRIAD GAN Y**

**GWASANAETH DATGELU A GWAHARDD (DBS):** Mae apwyntiad i'r rôl hon yn amodol ar y gwiriad canlynol:

- Gwiriad Manwl o'r Rhestr Gwahardd Gweithio gyda Phlant

**Os oes angen rhagor o wybodaeth arnoch am y swydd hon, cysylltwch â Phennaeth Ysgol Gynradd Parc y Castell ar 01291 420465.**

**Dyddiad Cau:** 12pm, dydd Mercher 28ain Awst 2024

**Dyddiad Dechrau:** Cyn gynted ag sydd yn bosib

**Gwybodaeth Ychwanegol**

**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>

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 ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

Mae angen cofrestru gyda Chyngor y Gweithlu Addysg - Cyngor y Gweithlu Addysg ar gyfer y swydd hon.

### **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.

## SWYDD-DDSIRGFIAD

<b>TEITL Y RÔL:</b>	<b>Cynorthwydd Dysgu – Lefel 2</b>
<b>MATH O GONTRACT:</b>	<b>Cyn gynted ag sydd yn bosib – 31ain Awst 31st 2025</b>
<b>RHIF ADNABOD Y RÔL:</b>	<b>L23221048</b>
<b>GRADE/CYFLOG:</b>	<b>Band C SCP 5-8</b>
<b>ORIAU:</b>	<b>32.5 awr yr wythos, 39 wythnos y flwyddyn</b>
<b>PATRWM GWAITH:</b>	<b>Term ysgol yn unig, Llun - Gwener 8:30 – 3.30</b>
<b>LLEOLIAD:</b>	<b>Ysgol Gynradd Parc y Castell</b>
<b>YN ATEBOL I:</b>	<b>Pennaeth</b>

### **GWIRIAD GYDA'R GWASANAETH DATGELU A GWAHARDD:**

Mae apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwy ac yn amofol ar y gwiriad canlynol:

- Gwiriad Manwl o'r Rhestr Gwahardd gweithio gyda Phlant

### **ASESIAD O'R GYMRAEG: Sgiliau yn y Gymraeg yn ddymunol**

#### **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.

#### **Pwrpas y Rôl hon:**

#### **Cymoth ar gyfer Disgyblion**

- Pan fo angen, rhoi sylw i anghenion personol y disgybl, a gweithredu rhaglenni personol cysylltiedig gan gynnwys cymdeithasol, iechyd, corfforol, hylendid, cymorth cyntaf, toiled, bwydo a symudedd.
- Cefnogi unigolyn(unigolion) ag anghenion meddygol/ymddygiadol i alluogi mynediad i ddysgu.
- Yn dilyn hyfforddiant, rhoi meddyginiaeth yn unol â gweithdrefnau polisïau'r ALI a'r ysgol.
- Goruchwylio a chefnogi disgyblion gan sicrhau eu diogelwch a mynediad i ddysgu.
- Sefydlu perthynas dda gyda'r disgybl, gan weithredu fel model rôl a bod yn ymwybodol o anghenion unigol ac ymateb yn briodol iddynt.
- Hyrwyddo bod pob disgybl yn cael eu cynnwys a'u derbyn.
- Annog disgyblion i ryngweithio ag eraill a chymryd rhan mewn gweithgareddau a arweinir gan yr athro.

- Annog disgyblion i ymddwyn yn annibynnol fel y bo'n briodol.

### **Cymorth ar gyfer Athrawon**

- Darparu adborth manwl a rheolaidd i athrawon ar gyflawniad disgyblion, cynnydd, problemau ac ati.
- Cydgysylltu â'r athrawes i greu amgylchedd dysgu pwrpasol, trefnus a chefnogol.
- Monitro ymatebion disgyblion i weithgareddau dysgu a chadw cofnodion disgyblion yn ôl y gofyn
- Sefydlu trefn i sicrhau y rhoddir adborth rheolaidd ac effeithiol i'r athro
- Gweithredu'r polisi'r ysgol mewn perthynas â hyrwyddo ymddygiad cadarnhaol disgyblion ac agweddau at ddysgu.
- Cysylltu'n sensitif ac effeithiol gyda rhieni, gofalwyr fel y cytunwyd gyda'r athro.
- Cymryd rhan mewn cyfarfodydd gyda rhieni a chyfrannu at adolygiadau blynyddol yn unol ag arfer yr ysgol.

### **Cymorth ar gyfer yr Ysgol**

- Bod yn ymwybodol a chydymffurfio â pholisïau a gweithdrefnau sy'n ymwneud â chynhwysiant, amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd a diogelu data, gan adrodd am bob pryder i berson priodol.
- Cyfrannu at ethos/gwaith/nodau cyffredinol yr ysgol, gan gynnwys y Cwricwlwm ar gyfer Cymru.
- Gwerthfawrogi a chefnogi rôl gweithwyr proffesiynol eraill.
- Mynychu a chymryd rhan mewn cyfarfodydd perthnasol yn ôl yr angen.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill ac adolygiad proffesiynol yn ôl yr angen.
- Ymgymryd â Hyfforddiant Amddiffyn Plant / Diogelu ac adrodd unrhyw beth sy'n peri pryder i'r Pennaeth.

## **Manyleb Person**

**Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:**

### **Profiad**

- Gweithio gyda neu ofalu am blant o oedran perthnasol.
- Gweithio pan fo angen gyda disgyblion ag anghenion ychwanegol

### **Cymwysterau**

- Sgiliau rhifedd/llythrennedd da.
- NVQ2 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad cyfatebol, e.e. RNIB.
- Hyfforddiant mewn strategaethau perthnasol i gefnogi dysgu.
- Hyfforddiant cymorth cyntaf fel y bo'n briodol.

### **Gwybodaeth/Sgiliau**

- Defnydd effeithiol o TGCh i gefnogi dysgu
- Defnydd o offer arall a thechnoleg sylfaenol, e.e. Gliniadur, llungopiwr.
- Dealltwriaeth o bolisiâu/cod ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol
- Dealltwriaeth gyffredinol o'r Cwricwlwm Newydd i Gymru a rhaglenni/strategaethau dysgu sylfaenol eraill fel y bo'n briodol e.e. Darllen, Ysgrifennu, Inc.
- Dealltwriaeth sylfaenol o ddatblygiad a dysgu plant.
- 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.

### **Y Gymraeg yn Ddymunol.**

Efallai y bydd gofyn i chi ddysgu neu wella'ch sgiliau presennol drwy fynychu hyfforddiant iaith Gymraeg staff a ariennir gan y cyngor. Gweithredir hyn os bydd angen am sgiliau Gymraeg yn y rôl.



### 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"> <li>➤ 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.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir.</li> <li>➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn.</li> <li>➤ Gall agor a chau sgwrs neu agor a chau cyfarfod.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall agor a chau neges e-bost neu lythyr.</li> <li>➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi.</li> <li>➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.</li> </ul>

#### 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"> <li>➤ 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</li> <li>➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion.</li> <li>➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg.</li> <li>➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> <li>➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod</li> <li>➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad</li> </ul>

#### 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 sgyrsiau 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"> <li>➤ Gall ddeall unigolion a chydweithwyr wrth</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall gymryd rhan yn y rhan fwyaf o</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ddeall y rhan fwyaf o negeseuon e-</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ysgrifennu llythyr neu neges e-bost at</li> </ul>



<p>gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd.</p> <ul style="list-style-type: none"> <li>➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd.</li> </ul>	<p>sgyrsiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol.</p> <ul style="list-style-type: none"> <li>➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> <li>➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol.</li> <li>➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.</li> </ul>	<p>bost neu lythyrau'n ymwneud â gwaith dydd i ddydd.</p> <ul style="list-style-type: none"> <li>➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.</li> </ul>	<p>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.</p>
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#### LEFEL 4

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

#### LEFEL 5

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





