

ROLE ADVERT

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

LOCATION: Goytre Fawr Primary School, School Lane, Penperlleni. NP4 0AH.

PURPOSE OF POST:

- Working under the direction and within an agreed system of supervision from a qualified teacher, to undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) standards for higher level teaching assistants (HLTA).
- To contribute to planning, preparation and delivery of agreed work and support programmes to individual or groups of pupils.
- To advance pupils' learning, including working with whole classes where the assigned teacher is not present.
- Under an agreed system of direction and supervision carry out timetabled PPA cover for teachers within agreed staffing levels and appropriate risk assessments.
- To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and additional learning needs.
- To be responsible for the allocation of duties and the training of other Teaching Assistants.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop particularly helping to overcome barriers to learning including physical, emotional and behavioural difficulties.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

An opportunity has arisen to make a real difference in a fantastic school; the chance to become a part of a highly effective, successful team, in a supportive environment.

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 and will challenge all children to achieve their personal best. With your energy and commitment to go the 'extra mile', you will help to shape the future of our school in harmony with our ethos and vision of **Aspire, Believe, Achieve**. You believe in continuous improvement for yourself as a practitioner, as a way of achieving the very best for the children and families of our community.

POST ID: L21341023
GRADE: SCP 19 – SCP 23 Band F

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

HOURS: 26 hours a week, term time only, 39 weeks a year, Tuesday-Friday.

CONTRACT TYPE: TEMPORARY: (Initially for 01.09.24 - 31.08.25)

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:
Mike Gough-Headteacher on 01873 880 369 or via email:
goytrefawrprimary@monmouthshire.gov.uk

Closing date: Friday 22nd August, 12.00 noon
Interview date: Wednesday 4th September 2024.
Start Date: Week of Monday 9th 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:
www.eteach.com/jobs-in-monmouthshire-schools

or

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

Jobs & Employment - Monmouthshire

Job Opportunities Please note that we do not accept CVs and can only accept applications for advertised vacancies.

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:	TEMPORARY: (Initially for 01.09.24 - 31.08.25)
POST ID:	L21341023
GRADE/SALARY:	Band F SCP 19-23 / £29,777 - £32,076 pro rata
HOURS:	26 hours a week. 39 Weeks per year.
WORK PATTERN:	Term time only, Tuesday to Friday 08:30-3:30
LOCATION:	GOYTRE FAWR PRIMARY SCHOOL
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 desirable**

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.

Line Management Responsibilities Where Appropriate

- Manage other teaching assistants.
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other teacher assistants.

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

- Have Higher Level Teaching Assistant Status or equivalent qualification or experience.
- Excellent numeracy and literacy skills or qualifications equivalent to NVQ level 2 in English and maths.
- Significant experience of working with relevant age groups within a Primary learning environment.
- Experience of working with children with complex additional needs.
- Experience of general administrative work.
- Specialist training in relevant learning strategies in appropriate curriculum or learning area.

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 areas., e.g. Bilingual, sign language, ICT.

Knowledge/Skills

- a) Ability to work collaboratively and co-operatively with colleagues, as part of a team.
- b) An understanding of classroom roles and responsibilities.
- c) Good working knowledge of national curriculum, Curriculum for Wales, and other relevant learning programmes.
- d) An ability to understand the principles of child development and learning processes and in particular barriers to learning.
- e) Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- f) Working knowledge and experience of implementing national / foundation stage curriculum and other relevant learning programmes/strategies.
- g) Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback.

- h) Understanding of statutory frameworks related to teaching.
- i) Understand range of support services and other agencies as appropriate.
- j) Ability to plan effective actions for pupils at risk of underachieving.
- k) Ability to, use ICT effectively to support learning.
- l) Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.]
- m) Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively.
- n) Ability to provide necessary personal care to children.
- o) Constantly improve own practice/ knowledge through self-evaluation and learning from others.
- p) To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- q) Ability to relate well to children and adults.
- r) 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: **Higher Level Teaching Assistant - Supporting and Delivering Learning - (Level 4)**

DISGRIFIAD O'R SWYDD:

- Gweithio o dan gyfarwyddyd ac o fewn system oruchwylio y cytunwyd arni gan athro cymwysedig, i ymgymryd â gwaith a chyfrifoldebau yn unol â safonau'r Asiantaeth Hyfforddi a Datblygu ar gyfer Ysgolion (TDA) ar gyfer cynorthwywyr addysgu lefel uwch (CALU).
- Cyfrannu at gynllunio, paratoi a chyflwyno gwaith y cytunwyd arno a rhaglenni cymorth i unigolion neu grwpiau o ddisgyblion.
- Hyrwyddo dysgu disgyblion, gan gynnwys gweithio gyda dosbarthiadau cyfan lle nad yw'r athro penodedig yn bresennol.
- O dan system gyfarwyddo a goruchwyliaeth y cytunwyd arni, cyflawni gwaith cyflenwi CPA wedi'i amserlennu ar gyfer athrawon o fewn lefelau staffio y cytunwyd arnynt ac asesiadau risg priodol.
- Defnyddio strategaethau rheoli ymddygiad yn unol â pholisi a gweithdrefnau'r ysgol, sy'n cyfrannu at amgylchedd dysgu pwrpasol i ddisgyblion sy'n briodol i'w hoedran a'u hanghenion dysgu ychwanegol.
- Bod yn gyfrifol am ddyrannu dyletswyddau a hyfforddi Cynorthwywyr Addysgu eraill.
- Hyrwyddo cynhwysiant pob disgybl, gan sicrhau eu bod yn cael cyfleoedd cyfartal i ddysgu a datblygu gan helpu'n arbennig i oresgyn rhwystrau i ddysgu gan gynnwys anawsterau corfforol, emosiynol ac ymddygiad.
- Bod yn gyfrifol am hyrwyddo a diogelu lles plant a phobl ifanc o fewn yr ysgol.

Mae cyfle wedi codi i wneud gwahaniaeth gwirioneddol mewn ysgol wych; y cyfle i ddod yn rhan o dîm hynod effeithiol, llwyddiannus, mewn amgylchedd cefnogol.

Rydym yn chwilio am ymarferwr ysbrydoledig sy'n frwd dros wneud gwahaniaeth i brofiadau bywyd plant.

Bydd gennych ddisgwyliadau uchel o ran dysgu ac ymddygiad a byddwch yn herio pob plentyn i gyflawni ei orau personol. Gyda'ch egni a'ch ymrwymiad i fynd y 'filltir ychwanegol', byddwch yn helpu i lunio dyfodol ein hysgol mewn cytgorod â'n hethos a'n gweledigaeth o *Aspire, Believe, Achieve*. Rydych chi'n credu mewn gwelliant parhaus i chi'ch hun fel ymarferwr, fel ffordd o gyflawni'r gorau oll i blant a theuluoedd ein cymuned.

MATH CONTRACT: **DROS DRO.**

RHIF ADNABOD Y SWYDD: **L21341023**

GRADD / CYFLOG:	Band F SCP 19-23 / £29,777 - £32,076 pro rata
ORIAU:	26 awr yr wythnos. 39 wythnos y flwyddyn.
GWIRIAD GAN Y	Yn ystod y tymor yn unig, dydd Mawrth i ddydd Gwener 08:30-3:30
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 iaith 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.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Mike Gough-Headteacher ar 01873 880369 neu e-bostiwch: goytrefawrprimary@monmouthshire.gov.uk

Dyddiad Cau: 22.08.24 at 12.00 noon
Dyddiad y Cyfweiliad: 04.09.24
Dyddiad Dechrau: 09.09.24

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y swydd hon, rhaid cwblhau ffurflen gais drwy gyfrwng ETeach:

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

neu

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

Swyddi a Chyfrlogaeth – Sir Fynwy

Cyfleoedd Swydd – Dylid nodi nad ydym yn derbyn CVs ac mai dim ond ceisiadau am swyddi gwag a hysbysebair y gallwn eu derbyn.

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 Troseddwy'r 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.

HYSBYSEB RÔL

TEITL Y RÔL:

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

MATH CONTRACT:

DROS DRO

RHIF ADNABOD Y SWYDD:

L21341023

GRADD:	Band F SCP 19-23 / £29,777 - £32,076 pro rata
ORIAU:	26 awr yr wythnos. 39 wythnos y flwyddyn.
PATRWM GWAITH:	Yn ystod y tymor yn unig, dydd Mawrth i ddydd Gwener 08:30-3:30
LLEOLIAD:	Ysgol Gynradd Goytre Fawr
ATEBOL I:	Prifathro

**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 ddymunol
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.

Pwrpas y Swydd:

- 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 cynorthwyr addysgu eraill, gan gynnwys dyrannu a monitro gwaith, gwerthuso a hyfforddi.

Eich cyfrifoldebau yw:

Cefnogaeth i Ddisgyblion

- 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 derbyniad 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 hunanddibyniaeth.
- Darparu adborth i ddisgyblion mewn perthynas â chynnydd a chyflawniad.

Cefnogaeth i'r Athro

- Trefnu a rheoli amgylchedd dysgu ac adnoddau priodol.
- 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 chyrrhaeddiad.
- 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/proffion.
- Cynhyrchu cynlluniau gwersi, taflenni gwaith, cynlluniau, ac ati.

Cefnogaeth i'r Cwricwlwm

- 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.

Cefnogaeth i'r 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 wahaniaethau a'u cefnogi a sicrhau bod pob disgybl yn cael mynediad cyfartal i gyfleoedd i ddysgu a datblygu.
- Cyfrannu at ethos/gwaith/nodau 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.

Cyfrifoldebau Rheoli Llinell Lle bo'n Briodol

- Rheoli cynorthwywyr addysgu eraill.
- Cyswllt rhwng rheolwyr/staff addysgu a chynorthwywyr addysgu.
- Cynnal cyfarfodydd tîm rheolaidd gyda staff a reolir.
- Cynrychioli cynorthwywyr addysgu mewn cyfarfodydd staff addysgu/rheoli/cyfarfodydd priodol eraill.
- Ymgymryd â recriwtio/cynefino/gwerthuso/hyfforddiant/mentora ar gyfer cynorthwywyr athrawon eraill.

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:

rofiad

- 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 Troseddwy ac mae'r swydd yn gofyn am wiriad Datgeliad DBS a dau dystlythyr ysgrifenedig addas cyn penodi.

Mae Sgiliau yn y Gymraeg yn Ddymunol

Efallai y bydd angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a gyllidir gan y Cyngor. Bydd hyn yn cael ei weithredu os yw'r angen yn codi am sgiliau yn y Gymraeg ar gyfer y swydd.