

## *Come and join the team!*

**ROLE TITLE: Education Welfare Officer**

**ADVERT TEXT:** We are seeking an enthusiastic and dedicated person to work within our friendly, supportive team of Education Welfare Officers who are committed to improving high levels of attendance for all children and young people in Monmouthshire.

To make an effective contribution to the Education Welfare Service goal of ensuring that children of statutory school age take full advantage of the educational opportunities available to them and maximise their educational potential.

The main duties of the post will be to support schools in raising standards by ensuring pupils and families maintain high levels of school attendance.

To collate and analyse attendance data on a school, cluster and LA basis.  
To use this data to track vulnerable groups of pupils such as EAL, GRT, LAC Pupils, Young Carers, ALN and those identified as having ACES to reduce the number of persistent absentees particularly amongst vulnerable groups.

To use this data to present to LA Officers where there are concerns about systemic school based attendance issues.

To provide support and challenge to schools to ensure that all school based approaches have been exhausted.

To work with accepted referrals to the Education Welfare Service and undertake direct work with the family, and secure involvement of other services where appropriate to support engagement.

Where this does not have the required impact and improve attendance then take further action which may include the use of statutory powers such as School Attendance Orders, Fixed Penalty Notices, and formal legal processes.

The Education Welfare Officer may be asked to deliver training to Schools and Governing Bodies in relation to attendance issues.

The post plays a critical role in the Local Authority's safeguarding agenda in line with the Local Authority's Safeguarding policy and Children Missing Education Policy.

Other duties associated with the role include:

- To participate in Operation Encompass processes
- To participate in Gwent Missing Children processes

The post will attend national meetings with Welsh Government and regional Education Welfare Meetings as appropriate.

**POST ID:** CYP011

**LOCATION:** Education Welfare Service is based at County Hall, Usk. Will be required to travel to, and work in, any of the 4 school clusters across Monmouthshire.

The main base may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**GRADE:** LGE Band F SCP (19-23) / £29,777 - £32,076  
(Temporary until March 2025)

**HOURS:** 37 Per Week

**DBS CHECK:** Yes, Enhanced Disclosure & Barring Service Check

**Closing Date:** 12pm 6th September 2024

**Should you require any further information regarding this post, please contact:**  
Michelle Kear, Senior Education Welfare Officer - 07816 176980 or  
Sharon Randall-Smith 07973 884461

#### **Additional Information**

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

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

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

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

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

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment.
- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE PROFILE

**ROLE TITLE:** Education Welfare Officer

TEMPORARY - until March 2025— Welsh Government GRANT FUNDED

**POST ID:** CYP011

**GRADE:** LGE Band F SCP (19-23) / £29,777 - £32,076

**HOURS:** 37 Per Week

**WORK PATTERN:** Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm  
(Start times may be earlier at 8.00am with earlier finish of 4.00pm where required)

**LOCATION:** County Hall, Usk, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### **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 Enhanced with Both Children/Adults Barred List Checks

**RESPONSIBLE TO:** Senior Education Welfare Officer

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable.

### **Who are we?**

#### **SAFEGUARDING:**

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

#### **Our Purpose:-**

To have responsibility for a cluster of primary and secondary schools and work in any part of the Local Authority in response to identified need as required by Senior Education Welfare Officer.

To provide challenge and support in responding to appropriate referrals from schools in respect of poor attendance as part of an agreed Local Authority attendance and engagement strategy.

To contribute to raising standards by undertaking casework with children and families with a view to improving school attendance, addressing wellbeing issues and removing other barriers to educational attainment by referring to, engaging with and responding to other professionals and agencies when appropriate.

**The Purpose of this Role:-**

To foster an improvement in communications and understanding between home and school where relationship breakdown is contributing to poor attendance.

To address poor attendance by undertaking direct client facing work providing advice and guidance identified as above.

To advise parents of their rights and responsibilities with regard to their children's education and to warn them that they may face statutory action if unauthorised absence from school continues.

To undertake interventions such as issuing of warning notices, Fixed Penalty Notices and School Attendance Orders

To prepare documentation and attend magistrates and crown court to give evidence in relation to prosecution of cases and act as the Local Authority Officer as required in line with statutory obligation when taking legal action.

To follow the Local Authority's Child Protection and Children Missing Education Policies and ensure that reports are written for Child Protection Conferences, Core Groups as appropriate if there is current EWS involvement.

To participate in process of Operation Encompass and Gwent Missing Children required by Senior Education Welfare Officer by ensuring that schools are informed of relevant information in a sensitive and professional manner.

Other duties associated with the role include-

- To participate in Operation Encompass processes
- To participate in Operation Encompass processes

The post will attend national meetings with Welsh Government and regional Education Welfare Meetings as appropriate.

**Expectation and Outcomes of this Role:-**

- To actively promote the welfare of vulnerable pupils via multi-agency work when liaising with Social Services, Youth Service, Youth Offending Service, CAMHS and other agencies from the third sector e.g. Young Carers involved in supporting children and young people.

- To liaise with relevant staff at allocated schools on attendance matters.

**Your responsibilities are to:**

- To undertake attendance consultations with allocated schools and provide advice and challenge on registration procedures as appropriate.
- To keep up-to-date and accurate case notes, and other documentation as required.
- To undertake home visits or meet parents or a Local Authority building where parents have Elected to Home Educate their child and compile a visit report and share with Senior Education Welfare Officer.
- To attend Education Welfare Service and EWS Panel meetings as required.
- To actively support and implement relevant statutes and regulations and County and National Policies and Guidance.
- To actively support and implement the principles and practice of the Council's Equal Opportunities Policy.
- To pay particular regard to lone working ensuring that Local Authority Policy is followed at all times.
- To carry out such other duties as are required and as are commensurate with the grade of the post.

**Here's what we can provide you with:-**

- Opportunities to work alongside a friendly, supportive team of Education Welfare Officers committed to improving high levels of attendance for all children and young people.
- Support and supervision, and a programme of continued professional development to address individual and service development needs and to develop areas of specialist interest.
- Good ICT facilities including internet, telephone and e-mail access via a laptop allowing an agile approach to working.
- Flexible and remote working arrangements that actively support team members to optimise work schedules and encourage a healthy work/life balance.
- A corporate programme of induction and training.
- Casual car user status and access to a car leasing scheme.
- The opportunity to work in an attractive, mostly rural setting with good road links to other parts of the country.
- The opportunity to develop Welsh language skills.

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

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

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

- Openness: We are open and honest. People have the chance to be involved and tell us what matters.
- Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.
- Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.
- Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

**In addition:**

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



### Person Specification

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

Qualifications/Experience	Essential	Desirable	How assessed
1. Must be able to demonstrate at least five years recent experience working with school aged children, families, schools or other agencies.	E		Application/Interview
2. A good standard of education is required, with a qualification in a related area; e.g. Education, Youth Work, Social Work, Youth Offending Service or extensive experience in one of the areas	E		Application/Interview
Knowledge			
1. Knowledge of the role of the Education Welfare Service and Welsh Government Legislation such as Belonging, Engaging & Participating, Inclusion and Pupil Support, Welsh Government Exclusion Guidance, The All Wales Attendance Framework, National and Welsh Guidance associated with Child Employment and Child Performance regulations.	E		Application/Interview
2. The ability to use initiative and implement relevant legislation as outlined above.	E		Interview
3. Have a thorough knowledge of National and Local Policies such as Safeguarding and Children Missing Education Policy, Operation Encompass and Elective Home Education.	E		Interview
4. An understanding of ACES thereby being aware of causes of disaffection among children and young people	E		Application/ Interview
5. A commitment to continuing professional development.		D	Application/Interview
6. Must have extensive knowledge and	E		Application/Interview

experience of multi-agency work working with statutory and third sector organisations.			
Interpersonal Skills			
1. Must be able to demonstrate good interpersonal skills and have the ability to relate sensitively and effectively with a wide range of people including pupils, parents, Head teachers and other professionals.	E		Application/Interview
2. To be able to listen empathetically and communicate effectively with a wide range of audiences in a professional manner at all times	E		Application/Interview
3. Must be able to demonstrate an ability to work flexibly, independently and as part of a team.	E		Application
4. Ability to organise and prioritise workload under pressure and to respond flexibly to changing circumstances.	E		Application
IT Skills			
1. Must be able to demonstrate excellent written communication skills and be able to analyse and interpret data.	E		Application/Interview
2. Must have excellent IT skills and able to use LA based systems, excel and have the ability to use these to present information	E		Application/Interview
Safeguarding			
1. A thorough knowledge of the All Wales Child Protection Processes and LA processes.	E		Application/Interview
Other			
1. Must have experience of dealing with sensitive information and maintaining strict confidentiality.	E		Application
2. A current driving licence and use of a car for work with appropriate business insurance.	E		Application
3. A clear understanding of equal	E		Application



<p>opportunities, health and safety and safeguarding principles and practice and a commitment to their effective implementation.</p> <p>4. The ability to communicate in Welsh</p> <p>5. A suitable DBS check will be required as well as two suitable written employment references.</p>	<p>E</p>	<p>D</p>	<p>Application</p> <p>Interview</p>
---	----------	----------	-------------------------------------

**Should you require any further information regarding this post, please contact:  
Michelle Kear, Senior Education Welfare Officer - 07816 176980**

**Closing Date: 12pm 6th September 2024**

**WELSH LANGUAGE SKILLS FRAMEWORK**
**LEVEL 1**

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

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<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-mail, e.g. such and such has called.</li> </ul>

**LEVEL 2**

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

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<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> </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>

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

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<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.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
----------------------	-----------------	----------------	----------------

<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.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<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>

## Dewch i ymuno â'r tîm!

### TEITL Y RÔL: Swyddog Lles Addysg

**COPI AR GYFER YR HYSBYSEB:** Rydym yn chwilio am berson brwdfrydig ac ymroddedig i weithio o fewn ein tîm cyfeillgar, cefnogol o Swyddogion Lles Addysg sydd wedi ymrwymo i wella lefelau presenoldeb uchel ar gyfer holl blant a phobl ifanc Sir Fynwy.

Cyfrannu'n effeithiol at nod y Gwasanaeth Lles Addysg o sicrhau bod plant o oedran ysgol statudol yn manteisio'n llawn ar y cyfleoedd addysgol sydd ar gael iddynt ac yn uchafu eu potensial addysgol.

Prif ddyletswyddau'r swydd fydd cefnogi ysgolion i godi safonau drwy sicrhau bod disgyblion a theuluoedd yn cynnal lefelau uchel o bresenoldeb ysgol.

Coladu a dadansoddi data presenoldeb ar sail ysgol, clwstwr ac ALI. Defnyddio'r data hwn i olrhain grwpiau o ddisgyblion sy'n agored i niwed fel SIY, SRT, Disgyblion LAC, Gofalwyr Ifanc, ADY a'r rhai y nodwyd bod ganddynt ACES i leihau'r nifer y rhai sy'n absennol yn barhaus yn enwedig ymhlith grwpiau agored i niwed.

Defnyddio'r data hwn i gyflwyno i Swyddogion ALI lle mae pryderon yn eu cylch materion presenoldeb systemig yn yr ysgol.

Darparu cefnogaeth a her i ysgolion i sicrhau bod yr holl ysgolion yn seiliedig mae dulliau gweithredu wedi'u disbyddu.

Gweithio gydag atgyfeiriadau a dderbynnir i'r Gwasanaeth Lles Addysg a gwneud gwaith uniongyrchol gyda'r teulu, a sicrhau cyfranogiad gwasanaethau eraill lle bo'n briodol i gefnogi ymgysylltiad.

Lle nad yw hyn yn cael yr effaith ofynnol ac yn gwella presenoldeb, yna cymerwch gamau pellach a allai gynnwys defnyddio pwerau statudol megis Gorchmynion Presenoldeb Ysgol, Hysbysiadau Cosb Benodedig, a phrosesau cyfreithiol ffurfiol.

Mae'n bosibl y gofynnir i'r Swyddog Lles Addysg gyflwyno hyfforddiant i Ysgolion a Chyrff Llywodraethu mewn perthynas â materion presenoldeb.

Mae'r swydd yn chwarae rhan hollbwysig yn agenda diogelu'r Awdurdod Lleol yn unol â pholisi Diogelu'r Awdurdod Lleol a Pholisi Plant sy'n Colli Addysg.

Mae dyletswyddau eraill sy'n gysylltiedig â'r rôl yn cynnwys:

- Cymryd rhan ym mhrosesau Ymgyrch Encompass
- Cymryd rhan mewn rhyddiaith Plant Coll Gwent

Bydd y swydd yn mynychu cyfarfodydd cenedlaethol gyda Llywodraeth Cymru a Chyfarfodydd Lles Addysg rhanbarthol fel y bo'n briodol.

**RHIF ADNABOD:** CYP011

**LLEOLIAD:** Lleolir y Gwasanaeth Lles Addysg yn Neuadd y Sir, Brynbuga. Bydd gofyn teithio i, a gweithio yn, unrhyw un o'r 4 clwstwr ysgol ar draws Sir Fynwy.

Mae'n bosibl y bydd y brif ganolfan yn newid yn y dyfodol os bydd angen adleoli lleoliad y gwasanaeth. Ni thelir costau adleoli neu aflonyddwch os bydd hyn yn digwydd.

**GRADD:** LGE Band F SCP (19-23) / £29,777 - £32,076

**ORIAU:** 37 Yr Wythnos

#### **GWIRIAD GAN Y GWASANAETH**

**DATGELU A GWAHARDD:** Mae angen gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd

**Dyddiad Cau:** 12pm 06/09/2024

Os hoffech unrhyw wybodaeth bellach am y swydd hon, cysylltwch â: Michelle Kear, Uwch Swyddog Lles Addysg - 07816 176980

#### **Gwybodaeth Ychwanegol**

**Gofynnir i chi nodi na allwn dderbyn CV**

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

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

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

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

Mae Cyngor Sir Fynwy yn:-

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

## PROFFIL Y RÔL

**TEITL Y RÔL:** Swyddog Lles Addysg  
DROS DRO – ARIANNU GRANT gan Lywodraeth Cymru

**RHIF ADNABOD Y RÔL:** CYP011

**GRADD:** LGE Band F SCP (19-23) / £27,852 - £30,151

**ORIAU:** 37 Yr Wythnos

**PATRWM GWAITH:** Dydd Llun i ddydd Iau 9am i 5pm, dydd Gwener 9am i 4.30pm  
Gall amseroedd cychwyn fod yn gynharach am 8.00am a gorffen yn gynt o 4.00pm lle bo angen)

**LLEOLIAD:** Neuadd y Sir, Brynbuga, a allai newid yn y dyfodol os bydd angen adleoli lleoliad y gwasanaeth. Ni thelir costau adleoli neu aflonyddwch os bydd hyn yn digwydd.

### **GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:**

Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyd ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd: Gwiriad Manwl o'r Rhestr Gwahardd Gweithio â Phlant ac Oedolion

**YN ATEBOL I:** Uwch Swyddog Lles Addysg

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

### **DIOGELU:**

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

### **Ein Diben:-**

Yn gyfrifol am glwstwr o ysgolion cynradd ac uwchradd a gweithio mewn unrhyw ran o'r Awdurdod Lleol mewn ymateb i angen a nodwyd fel sy'n ofynnol gan yr Uwch Swyddog Lles Addysg.

Darparu her a chefnogaeth wrth ymateb i atgyfeiriadau priodol gan ysgolion mewn perthynas â phresenoldeb gwael fel rhan o strategaeth presenoldeb ac ymgysylltu Awdurdod Lleol y cytunwyd arni.

Cyfrannu at godi safonau drwy wneud gwaith achos gyda phlant a theuluoedd gyda'r bwriad o wella presenoldeb yn yr ysgol, mynd i'r afael â materion lles a dileu

rhwystrau eraill i gyrhaeddiad addysgol trwy gyfeirio at, ymgysylltu â gweithwyr proffesiynol ac asiantaethau eraill ac ymateb iddynt pan fo'n briodol.

### **Pwrpas y Rôl:-**

Meithrin gwelliant mewn cyfathrebu a dealltwriaeth rhwng cartref ac ysgol lle mae tor-perthynas yn cyfrannu at bresenoldeb gwael.

Mynd i'r afael â phresenoldeb gwael trwy wneud gwaith uniongyrchol i gleientiaid gan ddarparu cyngor ac arweiniad a nodir uchod.

Cynghori rhieni am eu hawliau a'u cyfrifoldebau o ran addysg eu plant a'u rhybuddio y gallent wynebu camau statudol os bydd absenoldeb anawdurdodedig o'r ysgol yn parhau.

Ymgymryd ag ymyriadau megis cyhoeddi rhybuddion, Hysbysiadau Cosb Benodedig a Gorchmynion Presenoldeb Ysgol.

Paratoi dogfennaeth a mynychu llys ynadon a llys y goron i roi tystiolaeth mewn perthynas ag erlyn achosion a gweithredu fel Swyddog yr Awdurdod Lleol yn ôl yr angen yn unol â rhwymedigaeth statudol wrth gymryd camau cyfreithiol.

Dilyn Polisiâu Amddiffyn Plant a Phlant sy'n Colli Addysg yr Awdurdod Lleol a sicrhau bod adroddiadau'n cael eu hysgrifennu ar gyfer Cynadleddau Amddiffyn Plant, Grwpiau Craidd fel y bo'n briodol os oes gan y GLIA gysylltiad ar hyn o bryd.

Cymryd rhan ym mhroses Ymgyrch Encompass a Phlant Coll Gwent sy'n ofynnol gan yr Uwch Swyddog Lles Addysg trwy sicrhau bod ysgolion yn cael gwybod am wybodaeth berthnasol mewn modd sensitif a phroffesiynol.

Mae dyletswyddau eraill sy'n gysylltiedig â'r rôl yn cynnwys-

- Cymryd rhan ym mhrosesau Ymgyrch Encompass
- Cymryd rhan ym mhrosesau Ymgyrch Encompass

Bydd y swydd yn mynychu cyfarfodydd cenedlaethol gyda Llywodraeth Cymru a Chyfarfodydd Lles Addysg rhanbarthol fel y bo'n briodol.

### **Disgwyliadau a Chanlyniadau'r Rôl hon:-**

- Hyrwyddo lles disgyblion sy'n agored i niwed yn weithredol trwy waith aml-asiantaeth wrth gysylltu â'r Gwasanaethau Cymdeithasol, y Gwasanaeth Ieuencid, y Gwasanaeth Troseddau Ieuencid, CAMHS ac asiantaethau eraill o'r trydydd sector e.e. Gofalwyr Ifanc sy'n ymwneud â chefnogi plant a phobl ifanc.
- Cydgysylltu â staff perthnasol mewn ysgolion penodedig ar faterion presenoldeb.

**Bydd eich cyfrifoldebau yn cynnwys:**



- Cynnal ymgynghoriadau presenoldeb gydag ysgolion penodedig a darparu cyngor a her ar weithdrefnau cofrestru fel y bo'n briodol.
- Cadw nodiadau achos cyfredol a chywir, a dogfennaeth arall yn ôl yr angen.
- Ymweliadau cartref neu gwrdd â rhieni neu adeilad Awdurdod Lleol lle mae rhieni wedi Ethol i Addysgu eu plentyn yn y Cartref a llunio adroddiad ymweliad a'i rannu gyda'r Uwch Swyddog Lles Addysg.
- Mynychu cyfarfodydd y Gwasanaeth Lles Addysg a'r Panel GLIA yn ôl yr angen.
- Cefnogi a gweithredu statudau a rheoliadau perthnasol a Pholisïau a Chanllawiau Sirol a Chenedlaethol.
- Cefnogi a gweithredu egwyddorion ac arferion Polisi Cyfle Cyfartal y Cyngor.
- Rhoi sylw arbennig i weithio ar eich pen eich hun gan sicrhau bod Polisi Awdurdod Lleol yn cael ei ddilyn bob amser.
- Cyflawni dyletswyddau eraill sy'n ofynnol ac sy'n gymesur â gradd y swydd.

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

- Cyfleoedd i weithio ochr yn ochr â thîm cyfeillgar, cefnogol o Swyddogion Lles Addysg sydd wedi ymrwymo i wella lefelau presenoldeb uchel ar gyfer pob plentyn a pherson ifanc.
- Cefnogaeth a goruchwyliaeth, a rhaglen o ddatblygiad proffesiynol parhaus i fynd i'r afael ag anghenion datblygu unigolion a gwasanaethau ac i ddatblygu meysydd o ddiddordeb arbenigol.
- Cyfleusterau TGCh da gan gynnwys mynediad rhyngwrwd, ffôn ac e-bost trwy liniadur sy'n caniatáu agwedd ystwyth at weithio.
- Trefniadau gweithio hyblyg ac o bell sy'n cefnogi aelodau tîm i wneud y gorau o amserlenni gwaith ac annog cydbwysedd iach rhwng bywyd a gwaith.
- Rhaglen gorfforaethol o sefydlu a hyfforddiant.
- Statws defnyddiwr car achlysurol a mynediad at gynllun prydlesu ceir.
- Y cyfle i weithio mewn lleoliad deniadol, gwledig yn bennaf gyda chysylltiadau ffyrdd da â rhannau eraill o'r wlad.
- Cyfle i ddatblygu sgiliau iaith Gymraeg.

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

Caiff ein diben ei seilio ar ymdeimlad clir o bwy ydym fel sefydliad. Disgwylwn i'r pobl 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 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 bob rhyngweithio.

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

### **Yn ogystal â hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.



<p>proffesiynol eraill.</p> <p>2. Gallu gwranddo'n empathetig a chyfathrebu'n effeithiol ag ystod eang o gynulleidfaoedd mewn modd proffesiynol bob amser</p> <p>3. Rhaid gallu dangos gallu i weithio'n hyblyg, yn annibynnol ac fel rhan o dîm.</p> <p>4. 4. Y gallu i drefnu a blaenoriaethu llwyth gwaith dan bwysau ac i ymateb yn hyblyg i amgylchiadau sy'n newid.</p>	<p>H</p> <p>H</p> <p>H</p>		<p>Ffurflen gais/Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p>
Sgiliau TG			
<p>1. Rhaid gallu dangos sgiliau cyfathrebu ysgrifenedig rhagorol a gallu dadansoddi a dehongli data.</p> <p>2. Rhaid meddu ar sgiliau TG rhagorol a gallu defnyddio systemau sy'n seiliedig ar ALI, rhagori a'r gallu i ddefnyddio'r rhain i gyflwyno gwybodaeth</p>	<p>H</p> <p>H</p>		<p>Ffurflen gais/Cyfweliad</p> <p>Ffurflen gais/Cyfweliad</p>
Diogelu			
<p>1. Gwybodaeth drylwyr o Brosesau Amddiffyn Plant Cymru Gyfan a phrosesau ALI.</p>	H		Ffurflen gais/Cyfweliad
Arall			
<p>1. Rhaid meddu ar brofiad o ymdrin â gwybodaeth sensitif a chynnal cyfrinachedd llym.</p> <p>2. Trwydded yrru gyfredol a defnydd car ar gyfer gwaith gydag yswiriant busnes priodol.</p> <p>3. Dealltwriaeth glir o egwyddorion ac arferion cyfle cyfartal, iechyd a diogelwch a diogelu ac ymrwymiad i'w gweithredu'n effeithiol.</p> <p>4. Y gallu i gyfathrebu yn Gymraeg</p> <p>5. Bydd angen gwiriad addas gan y Gwasanaeth Datgelu a Gwahardd yn ogystal â dau eirfa cyflogaeth ysgrifenedig addas.</p>	<p>H</p> <p>H</p> <p>H</p> <p>H</p>	D	<p>Cyfweliad</p> <p>Cyfweliad</p> <p>Ffurflen gais</p> <p>Ffurflen gais</p> <p>Cyfweliad</p>

**Os hoffech unrhyw wybodaeth bellach am y swydd hon, cysylltwch â: Michelle Kear, Uwch Swyddog Lles Addysg - 07816 176980**

**Dyddiad Cau: 12pm 06/09/2024**



## FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1		
<p><i>Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hun a sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges.</i></p>		
DEALL	SIARAD	DARLLEN
<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 arwyddion syml, cyfarwyddiadau eitemau agenda, gwybodaeth ffurflenni.</li> </ul>
LEFEL 2		
<p><i>Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon neu cyfarwydd ac ysgrifennu mewn brawddegau byr.</i></p>		
DEALL	SIARAD	DARLLEN
<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 neu llythyrau neu negeseuon e-bost sy'n gwneud cais neu'n gofyn gwybodaeth.</li> </ul>
LEFEL 3		
<p><i>Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bersonol am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. neu drefnu digwyddiad.</i></p>		
DEALL	SIARAD	DARLLEN
<ul style="list-style-type: none"> <li>➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd.</li> <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>	<ul style="list-style-type: none"> <li>➤ Gall gymryd rhan yn y rhan fwyaf o sgwrsiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol.</li> <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>	<ul style="list-style-type: none"> <li>➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd.</li> <li>➤ Gall ddyfalu ystyr gair yn seiliedig gydag destun os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddarllen erthygl syml a chymharu mewn papurau newydd neu ffeiliau ddeunydd ysgrifenedig neu ffurflenni.</li> </ul>
LEFEL 4		
<p><i>Gall fel arfer ddilyn y rhan fwyaf o sgwrsiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un neu erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg drosglwyddo ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.</i></p>		
DEALL	SIARAD	DARLLEN
<ul style="list-style-type: none"> <li>➤ Gall ddilyn y rhan fwyaf o sgwrsiau a thrafodaethau gydag unigolion neu</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ddarllen y rhan fwyaf ohebiau bwrw golwg ar destunau hir i</li> </ul>

<p>gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd.</p>	<p>cyd-destun gwaith.</p> <ul style="list-style-type: none"> <li>➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnwid 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>	<p>manylion.</p> <ul style="list-style-type: none"> <li>➤ Gall ddeall y rhan fwyaf o erthyroddau adroddiadau papur newydd a chymorth geiriadur.</li> <li>➤ Gall ddeall testunau, a ysgrifennwyd mewn dull ffurfiol neu dafodieithol.</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 chyflwyno gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyfyr, rhugl a chydlynus.*

<b>DEALL</b>	<b>SIARAD</b>	<b>DARLLEN</b>
<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 ysgrifenedig heb anhawster a ddefnyddio geiriadur yn achlysuol.</li> <li>➤ Gall ddarllen testunau hir i manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddarlenniadau ysgrifenedig.</li> </ul>

