

Come and join the team!

DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE

**Post: Education Welfare Family Liaison Officer
Temporary until 31st March 2025**

We welcome applications on a Secondment basis, candidates would be expected to secure the support of their current employer on application.

ROLE TITLE: Education Welfare Family Liaison Officer (FLO)

The purpose of the post

To make an effective contribution to the Education Welfare's 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.

To provide early intervention and prevention support to children, young people and their families where there is a concern relating to the level of school attendance, supporting and advising when there are difficulties and/or barriers preventing access to education.

To establish constructive relationships with parents/carers, providing a positive link between home and school.

To encourage and support parental involvement in the school by exchanging relevant information, facilitating support for to improve attendance, access to school and strengthening home to school and community links.

To support schools in the early identification and prevention of school absence, responding to school attendance concerns, and advising on policies and good practice as appropriate.

To undertake certain key statutory duties of the Education Welfare Service including undertaking registration compliance checks; and monitoring and tracking open pupil attendance cases, and keeping accurate records of support.

To work collaboratively with other agencies and services that support families where there are complex difficulties impacting on school attendance. To attend CASP and Core Group meetings where appropriate when working with families.

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

TEMPORARY: Fixed term until 31st March 2025

CLOSING DATE: 2nd October 2024 at 12 noon

POST ID: CYP009

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: Band E SCP (14-18) / £27,334 - £29,269

HOURS: 37 Hours Per Week

DBS CHECK: Yes, Enhanced Disclosure & Barring Service Check

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: Family Liaison Officer

TEMPORARY: Fixed Term contract until March 31st 2025.

POST ID: CYP009

GRADE: Band E SCP (14-18) / £27,334 - £29,269

HOURS: 37 hours per week

WORK PATTERN: Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm
(some earlier starts at 8.00am may be required and finish time adjusted accordingly)

REPORTING TO: Senior Education Welfare Officer

LOCATION: The Education Welfare Service is based at County Hall, Usk but successful candidates 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

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable;

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

SAFEGUARDING:

Safeguarding and Child and Adult Protection 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 support schools and families within a cluster of primary and secondary schools to identify and address barriers to attendance, working in any part of the Local Authority in response to identified need as required by Senior Education Welfare Officer.

To respond 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 make an effective contribution to the Education Welfare's 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.

To provide early intervention and prevention support to children, young people and their families where there is a concern relating to the level of school attendance, supporting and advising when there are difficulties and/or barriers preventing access to education.

To establish constructive relationships with parents/carers, providing a positive link between home and school.

To encourage and support parental involvement in the school by exchanging relevant information, facilitating support for to improve attendance, access to school and strengthening home to school and community links.

To support schools in the early identification and prevention of school absence, responding to school attendance concerns, and advising on policies and good practice as appropriate.

To undertake certain key statutory duties of the Education Welfare Service including undertaking registration compliance checks; and monitoring and tracking open pupil attendance cases, and keeping accurate records of support.

To work collaboratively with other agencies and services that support families where there are complex difficulties impacting on school attendance. To attend CASP and Core Group meetings where appropriate when working with families.

SPECIFIC RESPONSIBILITIES

1. Provide support to schools within a designated locality area to manage attendance and tackle absence.
2. Hold a caseload of less entrenched referrals to the Education Welfare service where intervention and support can assist to reduce the level of absence being experienced.
3. Undertake initial assessments to determine the needs of the families of children with poor attendance. This will include creating plans for improvement and reviewing plans to measure the impact of support/keeping accurate case notes.
4. To carry out home visits to support to families.
5. Undertake direct work with the family, and secure involvement of other services where appropriate to support engagement.

6. Make and maintain regular contact with parents/carers of children who are absent from school, including telephone contact and home visits.
7. Maintain regular contact with the Senior EWS Officer and EWO Attendance Lead within schools, providing an update on progression of cases and school intervention accordingly.
8. To attend the EWS referral panel meetings.
9. Progress cases to the EWO Attendance Lead and Senior EWS Officer/ EWS Panel meetings if the barriers to attendance escalate, the case becomes entrenched and/or it is deemed appropriate to proceed with statutory intervention (prosecution process).
10. Assist pupils and their families to resolve any problems which arise within school that affects school attendance.
11. Provide specific support for vulnerable groups who are experiencing difficulties with attending school, such as FSM pupils, CLA, young carers, EAL learners.
12. Co-ordinate and participate in service initiatives to raise the awareness of school attendance.
13. Maintain detailed records of involvement with pupils, families, schools and partner agencies in accordance with the instructions of the Senior Education Welfare Officer.
14. Be familiar with local child protection procedures and to report any cause of concern or disclosure to the designated teacher for child protection, Team Leader and MASH as appropriate.
15. Refer any child protection matters which arise during the course of contact with pupils and parents to the relevant appropriate school staff and/or safeguarding officers with the local authority.
16. To undertake training opportunities, receive regular supervision and participate in appraisal systems, within agreed time-scales.
17. To undertake any reasonable duties allocated by the Education Welfare Service Senior Lead and/or Head of Service.

Expectation and Outcomes of this Role:-

- To actively support schools, learners and their families to overcome barriers to learning and improve attendance.
- To establish strong relationships with parents and carers and provide them with opportunities to learn how to support the educational needs of their children.
- To be a positive link between home and school for parents/carers and learners.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to.

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.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

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:-

Post CYP009

<u>PERSON SPECIFICATION</u>

Qualifications/Experience	Essential	Desirable	How assessed
1. Experience of working with schools, children, young people and their families	E		Application/Interview
2. Experience of working with a range of partners involved in work with children and young people/	E		Application/Interview
3. 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			
4. An awareness and understanding of the safeguarding needs of Children and Young People.	E		Application/Interview
5. Knowledge and understanding of the disadvantages of poor school attendance and the impact on educational attainment.	E		Application/Interview
6. The ability to use initiative and implement relevant legislation as outlined above.	E		Application/Interview
7. An awareness of ACES and causes of disaffection among children and young people	E		Application/ Interview
8. A commitment to continuing professional development.	E		Application
9. Must have knowledge of multi-	E		Application



agency work working with statutory and third sector organisations.			
10. Experience of working with a range of multi-agencies, and statutory and third sector organisations		D	Application/Interview
Interpersonal Skills			
11. Must be able to demonstrate good communication 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
12. 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
13. Must be able to demonstrate an ability to work flexibly, independently and as part of a team.	E		Application/Interview
14. Ability to organise and prioritise workload under pressure and to respond flexibly to changing circumstances.	E		Application/Interview
IT Skills			
15. Must be able to demonstrate good oral and written communication skills	E		Application/Interview
16. Must competent using IT and be willing to develop the skills to use LA based systems.	E		Application/Interview
Safeguarding			
17. A good knowledge of the All Wales Child Protection Processes and LA processes.	E		Application/Interview
Other			



18. Must have experience of dealing with sensitive information and maintaining strict confidentiality.	E		Application
19. A current driving licence and use of a car for work with appropriate business insurance.	E		Application
20. A clear understanding of equal opportunities, health and safety and safeguarding principles and practice and a commitment to their effective implementation.	E		Application/Interview
21. The ability to communicate in Welsh		D	Application/interview
22. A suitable DBS check will be required as well as two suitable written employment references.	E		Interview

**Should you require any further information regarding this post, please contact:
Michelle Kear, Senior Education Welfare Officer.
Tel: 07816176980**

Closing Date: 2nd October 2024 at 12 noon

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc, 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>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.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

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

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

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



Dewch i ymuno â'r tîm!

CYFARWYDDIAETH PLANT A PHOBL IFANC

**Swydd: Swyddog Cyswllt Teulu Lles Addysg
Dros dro tan 31 Mawrth 2025**

Croesawn geisiadau ar sail Secondiad. Byddai disgwyl i ymgeiswyr sicrhau cefnogaeth eu cyflogwr presennol pan fyddant yn gwneud cais.

TEITL Y RÔL: Swyddog Cyswllt Teulu (SCT) Lles Addysg

Diben y swydd

Gwneud cyfraniad 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 a gwneud y mwyaf o'u potensial addysgol.

Darparu cymorth ymyrraeth gynnar ac atal i blant, pobl ifanc a'u teuluoedd lle mae pryder yn ymwneud â lefel presenoldeb ysgol, gan gefnogi a chynghori pan fydd anawsterau a/neu rwystrau sy'n atal mynediad i addysg.

Sefydlu perthynas adeiladol gyda rhieni/gofalwyr, gan ddarparu cyswllt cadarnhaol rhwng y cartref a'r ysgol.

Annog a chefnogi cyfranogiad rhieni yn yr ysgol drwy gyfnewid gwybodaeth berthnasol, hwyluso cymorth ar gyfer gwella presenoldeb, mynediad i'r ysgol a chryfhau cysylltiadau cartref i'r ysgol a'r gymuned.

Cefnogi ysgolion i nodi ac atal absenoldeb ysgol yn gynnar, ymateb i bryderon presenoldeb ysgolion, a chynghori ar bolisiâu ac arfer da fel y bo'n briodol.

Ymgymryd â dyletswyddau statudol allweddol y Gwasanaeth Lles Addysg, gan gynnwys cynnal gwiriadau cydymffurfio â chofrestru; a monitro ac olrhain achosion presenoldeb disgyblion agored, a chadw cofnodion cywir o gefnogaeth.

Gweithio ar y cyd ag asiantaethau a gwasanaethau eraill sy'n cefnogi teuluoedd, lle mae anawsterau cymhleth sy'n effeithio ar bresenoldeb ysgol. Mynychu cyfarfodydd Cynllun Gofal a Chymorth a Grŵp Craidd pan fo'n briodol wrth weithio gyda theuluoedd.

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â: Michelle Keer - Uwch Swyddog Lles Addysg ar 07816176980

DROS DRO: Cyfnod penodol hyd at 31 Mawrth 2025

DYDDIAD CAU: 2 Hydref 2024, am 12 hanner dydd

RHIF ADNABOD Y SWYDD: CYP009

LLEOLIAD: Mae'r Gwasanaeth Lles Addysg wedi'i leoli yn Neuadd y Sir, Brynbuga. Bydd gofyn i chi deithio i unrhyw un o'r 4 clwstr ysgol ar draws Sir Fynwy a gweithio ynddynt.

Mae'n bosibl y bydd y brif ganolfan yn newid yn y dyfodol os oes angen adleoli'r Gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

GRADD: Band E SCP (14-18) / £27,334 - £29,269

ORIAU: 37 Awr yr Wythnos

GWIRIAD DBS: Oes, Gwiriad Manwl y Gwasanaeth Datgelu a Gwahardd (DBS).

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CVau

I wneud cais am y swydd hon, cwblhewch y ffurflen gais ar-lein sydd i'w gweld ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

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

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

Mae Cyngor Sir Fynwy -

- yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.
- yn gyflogwr hyderus o ran anabledd.
- yn gyflogwr sy'n gyfeillgar i'r Lluoedd Arfog.
- yn ystyriol o Awtistiaeth ac wedi ymrwymo i gael gwared ar y rhwystrau i gyflogaeth
- yn ymrwymedig i gefnogi pobl ifanc sy'n gadael ein gofal i fanteisio ar gyfleoedd newydd ac ennill profiad.

PROFFIL Y SWYDD

- TEITL Y RÔL:** Swyddog Cyswllt Teuluol
- DROS DRO:** Contract cyfnod penodol tan 31 Mawrth 2025.
- RHIF ADNABOD Y SWYDD:** CYP009
- GRADD:** Band E SCP (14-18) / £27,334 - £29,269
- ORIAU:** 37 awr yr wythnos
- PATRYMAU GWAITH:** Dydd Llun i Ddydd Iau - 9am i 5.00pm, Dydd Gwener 9am i 4.30pm (gall fod angen dechrau yn gynharach am 8.00am gan addasu'r amser gorffen yn unol â hynny)
- YN ATEBOL I:** Uwch Swyddog Lles Addysg
- LLEOLIAD:** Mae'r Gwasanaeth Lles Addysg wedi'i leoli yn Neuadd y Sir, Brynbuga ond bydd gofyn i ymgeiswyr llwyddiannus deithio i unrhyw un o'r 4 clwstwr ysgol ar draws Sir Fynwy a gweithio ynddynt.
- Mae'n bosibl y bydd y brif ganolfan yn newid yn y dyfodol os oes angen adleoli'r gwasanaeth. Ni thelir treuliau adleoli neu aflonyddwch os bydd hyn yn digwydd

ASESIAD Y GYMRAEG: Sgiliau yn y Gymraeg yn ddymunol;

GWIRIAD GWASANAETH DATGELU A GWAHARDD (DBS)

Mae penodi i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol i'r gwiriad DBS canlynol: Manwl gyda gwiriadau Rhestri Wedi'u Gwahardd i Blant/Oedolion

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae 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 Pwrpas:-

Cefnogi ysgolion a theuluoedd o fewn clwstwr o ysgolion cynradd ac uwchradd i nodi a mynd i'r afael â rhwystrau i bresenoldeb, gan weithio mewn unrhyw ran o'r

Awdurdod Lleol mewn ymateb i angen a nodwyd fel sy'n ofynnol gan Uwch Swyddog Lles Addysg.

Ymateb i atgyfeiriadau priodol gan ysgolion mewn perthynas â phresenoldeb gwael fel rhan o strategaeth presenoldeb ac ymgysylltu'r 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 chael gwared ar rwystrau eraill i gyrrhaeddiad addysgol trwy gyfeirio at weithwyr proffesiynol ac asiantaethau eraill, ymgysylltu â nhw ac ymateb iddynt pan fo'n briodol.

Diben y Swydd hon:

Gwneud cyfraniad 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 a gwneud y mwyaf o'u potensial addysgol.

Darparu cymorth ymyrraeth gynnar ac atal i blant, pobl ifanc a'u teuluoedd lle mae pryder yn ymwneud â lefel presenoldeb ysgol, gan gefnogi a chynghori pan fydd anawsterau a/neu rwystrau sy'n atal mynediad i addysg.

Sefydlu perthynas adeiladol gyda rhieni/gofalwyr, gan ddarparu cyswllt cadarnhaol rhwng y cartref a'r ysgol.

Annog a chefnogi cyfranogiad rhieni yn yr ysgol drwy gyfnewid gwybodaeth berthnasol, hwyluso cymorth ar gyfer gwella presenoldeb, mynediad i'r ysgol a chryfhau cysylltiadau cartref i'r ysgol a'r gymuned.

Cefnogi ysgolion i nodi ac atal absenoldeb ysgol yn gynnar, ymateb i bryderon presenoldeb ysgolion, a chynghori ar bolisiâu ac arfer da fel y bo'n briodol.

Ymgymryd â dyletswyddau statudol allweddol y Gwasanaeth Lles Addysg, gan gynnwys cynnal gwiriadau cydymffurfio â chofrestru; a monitro ac olrhain achosion presenoldeb disgyblion agored, a chadw cofnodion cywir o gefnogaeth.

Gweithio ar y cyd ag asiantaethau a gwasanaethau eraill sy'n cefnogi teuluoedd, lle mae anawsterau cymhleth sy'n effeithio ar bresenoldeb ysgol. Mynychu cyfarfodydd Cynllun Gofal a Chymorth a Grŵp Craidd pan fo'n briodol wrth weithio gyda theuluoedd.

CYFRIFOLDEBAU PENODOL

1. Darparu cymorth i ysgolion mewn ardal leol ddynodedig i reoli presenoldeb a mynd i'r afael ag absenoldeb.
2. Cynnal llwyth achosion o atgyfeiriadau llai rhanedig i'r Gwasanaeth Lles Addysg lle gall ymyrraeth a chymorth helpu i leihau lefel yr absenoldeb sy'n cael ei brofi.
3. Cynnal asesiadau cychwynnol i bennu anghenion teuluoedd plant sydd â phresenoldeb gwael. Bydd hyn yn cynnwys creu cynlluniau ar gyfer gwella ac adolygu cynlluniau i fesur effaith cefnogaeth/cadw nodiadau achos cywir.

4. Cynnal ymweliadau cartref i gefnogi teuluoedd.
5. Gwneud gwaith uniongyrchol gyda'r teulu, a sicrhau cyfranogiad gwasanaethau eraill lle bo hynny'n briodol i gefnogi ymgysylltu.
6. Gwneud a chadw cysylltiad rheolaidd â rhieni/gofalwyr plant sy'n absennol o'r ysgol, gan gynnwys cyswllt dros y ffôn ac ymweliadau cartref.
7. Cadw cysylltiad rheolaidd ag Uwch Swyddog y Gwasanaeth Lles Addysg a'r Swyddog Presenoldeb Arweiniol Lles Addysg mewn ysgolion, gan roi'r wybodaeth ddiweddaraf am gynnydd achosion ac ymyrraeth ysgol yn unol â hynny.
8. I fynychu cyfarfodydd panel atgyfeirio'r Gwasanaeth Lles Addysg.
9. Symud achosion ymlaen i'r Swyddog Presenoldeb Arweiniol Lles Addysg ac Uwch Swyddog y Gwasanaeth Lles Addysg / Panel Gwasanaeth Lles Addysg os bydd y rhwystrau i bresenoldeb yn gwaethygu, os yw'r achos yn dod yn wreiddiedig a/neu y bernir ei bod yn briodol bwrw ymlaen ag ymyrraeth statudol (proses erlyn).
10. Helpu disgyblion a'u teuluoedd i ddatrys unrhyw broblemau sy'n codi yn yr ysgol sy'n effeithio ar bresenoldeb ysgol.
11. Darparu cefnogaeth benodol i grwpiau bregus sy'n cael anawsterau wrth fynd i'r ysgol, fel disgyblion prydau ysgol am ddim, plant sy'n derbyn gofal, gofalwyr ifanc, dysgwyr Saesneg fel Iaith Ychwanegol.
12. Cydlynu a chymryd rhan mewn mentrau gwasanaeth i godi ymwybyddiaeth o bresenoldeb ysgol.
13. Cynnal cofnodion manwl o ymwneud â disgyblion, teuluoedd, ysgolion ac asiantaethau partner yn unol â chyfarwyddiadau'r Uwch Swyddog Lles Addysg.
14. Bod yn gyfarwydd â gweithdrefnau amddiffyn plant lleol ac i roi gwybod i'r athro dynodedig am amddiffyn plant, Arweinydd Tîm a'r Hybiau Diogelu Aml-Asiantaeth fel y bo'n briodol.
15. Cyfeirio unrhyw faterion amddiffyn plant sy'n codi yn ystod y cyswllt â disgyblion a rhieni at y staff ysgol priodol perthnasol a/neu swyddogion diogelu gyda'r awdurdod lleol.
16. Ymgymryd â chyfluoedd hyfforddi, derbyn goruchwyliaeth reolaidd a chymryd rhan mewn systemau arfarnu, o fewn amserlenni y cytunwyd arnynt.
17. Ymgymryd ag unrhyw ddyletswyddau rhesymol a ddyrennir gan Uwch Arweinydd y Gwasanaeth Lles Addysg a/neu Bennaeth Gwasanaeth.

Disgwyliadau a Chanlyniadau'r Swydd hon:-

- Cefnogi ysgolion, dysgwyr a'u teuluoedd i oresgyn rhwystrau i ddysgu a gwella presenoldeb.
- Sefydlu perthynas gref gyda rhieni a gofalwyr a rhoi cyfleoedd iddynt ddysgu sut i gefnogi anghenion addysgol eu plant.
- Bod yn gyswllt cadarnhaol rhwng y cartref a'r ysgol ar gyfer rhieni/gofalwyr a dysgwyr.
- Cadw i fyny â'r amrywiaeth o asiantaethau sy'n gweithio'n lleol er mwyn cynnal gwybodaeth am wasanaethau y gallai rhieni gael eu cyfeirio atynt.

Dyma beth y gallwn ei rhoi i chi:-

- Cyfleoedd i weithio ochr yn ochr â thîm cyfeillgar, cefnogol o Swyddogion Lles Addysg sydd wedi ymrwymo i wella lefelau uchel o bresenoldeb i bob 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 i'r Rhyngwrwd, ffôn ac e-bost drwy liniadur sy'n caniatáu dull ystwyth o weithio.
- Trefniadau gweithio hyblyg ac o bell sy'n cefnogi aelodau'r 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.
- Cyfle i weithio mewn lleoliad deniadol, gwledig yn bennaf gyda chysylltiadau ffordd da â rhannau eraill o'r wlad.
- Cyfle i ddatblygu sgiliau iaith Gymraeg.

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw:

Bod yn agored:	Rydym yn anelu at fod yn agored ac yn onest er mwyn datblygu perthynas ymddiriedus.
Tegwch:	Rydym yn anelu at ddarparu dewis, cyfleoedd a phrofiadau teg a dod yn sefydliad a adeiladwyd ar gyd-barch.
Hyblygrwydd:	Rydym yn anelu at fod yn hyblyg yn ein ffordd o feddwl a gweithredu er mwyn dod yn sefydliad effeithiol ac effeithlon.
Gwaith Tîm:	Rydym yn anelu i weithio gyda'n gilydd i rannu ein llwyddiannau a methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.
Caredigrwydd:	Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

Bydd y rôl hon yn gweithio gyda Sir Fynwy i gyflawni'r rhain.

Yn ogystal:

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

Manyleb Person

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

Post CYP009

MANYLEB PERSON

Profiad a Chymwysterau	Hanfodol	Dymunol	Dull Asesu
1. Profiad o weithio gydag ysgolion, plant, pobl ifanc a'u teuluoedd	H		Ffurflen Gais / Cyfweliad
2. Profiad o weithio gydag amrywiaeth o bartneriaid sy'n ymwneud â gweithio gyda phlant a phobl ifanc.	H		Ffurflen Gais / Cyfweliad
3. Mae angen safon dda o addysg, gyda chymhwyster mewn maes cysylltiedig; e.e. Addysg, Gwaith Ieuenctid, Gwaith Cymdeithasol, Gwasanaeth Troseddau Ieuenctid neu brofiad helaeth mewn un o'r meysydd hyn.	H		Ffurflen Gais / Cyfweliad
Gwybodaeth			
4. Ymwybyddiaeth a dealltwriaeth o anghenion diogelu Plant a Phobl Ifanc.	H		Ffurflen Gais / Cyfweliad
5. Gwybodaeth a dealltwriaeth o anafanteision presenoldeb gwael mewn ysgolion a'r effaith ar gyrhaeddiad addysgol.	H		Ffurflen Gais / Cyfweliad
6. Y gallu i ddefnyddio blaengaredd a gweithredu deddfwriaeth berthnasol fel yr amlinellir uchod.	H		Ffurflen Gais / Cyfweliad
7. Ymwybyddiaeth o brofiadau niweidiol yn ystod plentyndod ac achosion o anafdonrwydd ymhlith plant a phobl ifanc.	H		Ffurflen Gais / Cyfweliad
8. Ymrwymiad i ddatblygiad proffesiynol parhaus.	H		Ffurflen Gais
9. Rhaid bod â gwybodaeth am waith	H		Ffurflen Gais



amlasiantaethol yn gweithio gyda sefydliadau statudol a'r trydydd sector.			
10. Profiad o weithio gydag amrywiaeth o asiantaethau a sefydliadau statudol a thrydydd sector.		D	Ffurflen Gais / Cyfweliad
Sgiliau Rhyngpersonol			
11. Rhaid gallu dangos sgiliau cyfathrebu da a gallu ymgysylltu'n sensitif ac yn effeithiol ag ystod eang o bobl, gan gynnwys disgyblion, rhieni, penaethiaid ysgol a gweithwyr proffesiynol eraill.	H		Ffurflen Gais / Cyfweliad
12. Gallu gwrando gydag empathi a chyfathrebu'n effeithiol ag ystod eang o gynulleidfaedd mewn modd proffesiynol bob amser.	H		Ffurflen Gais / Cyfweliad
13. Rhaid gallu dangos gallu i weithio'n hyblyg, yn annibynnol ac fel rhan o dîm.	H		Ffurflen Gais / Cyfweliad
14. Gallu i drefnu a blaenoriaethu llwyth gwaith o dan bwysau ac ymateb yn hyblyg i amgylchiadau sy'n newid.	H		Ffurflen Gais / Cyfweliad
Sgiliau TG			
15. Rhaid gallu dangos sgiliau cyfathrebu llafar ac ysgrifenedig da	H		Ffurflen Gais / Cyfweliad
16. Rhaid bod yn gymwys i ddefnyddio TG a bod yn barod i ddatblygu'r sgiliau i ddefnyddio systemau sy'n seiliedig ar ALI.	H		Ffurflen Gais / Cyfweliad
Diogelu			
17. Gwybodaeth dda am Brosesau Amddiffyn Plant Cymru Gyfan a phrosesau'r ALIau.	H		Ffurflen Gais / Cyfweliad
Arall			
18. Rhaid bod â phrofiad o ddelio â gwybodaeth sensitif a chynnal cyfrinachedd llwyr.	H		Ffurflen Gais
19. Trwydded yrru gyfredol a defnydd car	H		Ffurflen Gais



ar gyfer gwaith gydag yswiriant busnes priodol.			
20. Dealltwriaeth glir o gyfleoedd cyfartal, iechyd a diogelwch ac egwyddorion ac arferion diogelu ac ymrwymiad i'w gweithredu'n effeithiol.	H		Ffurflen Gais / Cyfweliad
21. Y gallu i gyfathrebu yn Gymraeg		D	Ffurflen Gais / Cyfweliad
22. Bydd angen gwiriad DBS addas yn ogystal â dau eirda cyflogaeth ysgrifenedig addas.	H		Cyfweliad

**Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â: Michelle Kear Uwch Swyddog Lles Addysg.
Rhif Ffôn: 07816176980**

Dyddiad Cau: 2 Hydref 2024 am 12 canol dydd

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

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

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 sgysiau 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	DARLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. ➤ Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost at 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. ➤ Gallu ysgrifennu'n gymharol gywir wrth ddraffio taflen wybodaeth fer neu boster yn Gymraeg fel bo'r angen.

LEFEL 4

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

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