

Come and join the team!

ADVERT

ROLE TITLE: Early Years ALN Advisor

ADVERT TEXT:

We are looking to appoint an Early Years ALN Advisor to join our established Early Years ALN team. The purpose of this team is to provide advice and support to school nurseries and non-maintained early years settings to ensure children under compulsory school age with additional needs are able to reach their full potential.

Applications are sought from experienced, enthusiastic practitioners from a range of backgrounds who have a commitment to inclusive practice. We welcome interest from practitioners with experience of working with young children under 5 years of age presenting with additional learning needs (ALN), neurodevelopmental conditions, physical/medical conditions or social emotional wellbeing concerns.

POST ID: LLSIS35

LOCATION: County Hall, Usk

GRADE: BAND H SCP 27 – SCP 31 £35,745 - £39,186 Pro Rata

HOURS: 37 Hrs Per Week and Term time only

TEMPORARY: No

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE: 12 noon on 18th October 2024

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:	Early Years ALN Advisor PERMANENT
POST ID:	LLSIS35
GRADE:	BAND H SCP 27 – SCP 31 £35,745 - £39,186 Pro Rata
HOURS:	37 Hours Per Week Term Time Only
WORK PATTERN:	Monday to Friday 9am to 5pm
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 (Please specify level of check);

- Enhanced with Children Barred List Check

RESPONSIBLE TO: Sue Hall, Early Years Manager & Early Years ALN Lead Officer

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

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.

Early Years Team.....Who are we?

Our Purpose:-

The Early Years team are responsible for ensuring Monmouthshire meet their statutory duties in relation to children under compulsory school age including early education, childcare and additional learning needs (ALN).

The Purpose of this Role:-

The purpose of this role is to provide advice and support to school nurseries and non-maintained early years settings to ensure children under compulsory school age with additional needs are able to reach their full potential.

Expectation and Outcomes of this Role:-

- You will be expected to act as a source of expertise on matters relating to ALN and to promote the knowledge, understanding and implementation of the ALNET Act 2018 and mandatory code relating to children under compulsory school age. The outcome would be that children with ALN will be identified as early as possible, so that appropriate support can be put in place to give them the best possible start in life.
- You will be expected to provide a link between the Local Authority, settings, parents and other professionals in order to meet the needs of early years children with ALN.
- You will be guided by the Early Years Service Improvement Plan and your outcomes and outputs will link into this plan.

Your responsibilities are to:-

- Be committed to developing inclusive early years settings within the Local Authority.
- Work collaboratively with settings, health professionals, education, third sector and social care.
- Provide guidance, advice and support to early years providers to help them identify emerging needs and deliver early intervention strategies.
- Provide guidance, advice and support for parents and professionals to meet the needs of children affected by adverse childhood experiences.
- Provide training to early years practitioners relating to ALN, early language & communication and social emotional wellbeing.
- Contribute to professional groups that provide advice, professional development and support for early years professionals and families.
- Work collaboratively with school admissions and support teams to plan and prepare for a smooth transition into school for children with ALN, including working with parents and carers, education, health and social services.
- Maintain continuous professional development in the field of ALN.
- Participate in safeguarding training to the appropriate level and to fulfil your personal responsibilities for safeguarding. Safeguarding of children and vulnerable adults is a core responsibility of all staff.

Here's what we can provide you with:-

- Working alongside a supportive, motivated team
- Flexible work environment and agile working
- Satisfaction that you are contributing towards children in Monmouthshire receiving the best possible start in life.

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.

And 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.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

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

Requirement	Essential or Desirable	How Tested or Used at Shortlisting
Education/Qualifications/Knowledge		
1.1 Relevant qualification to work with young children with ALN or medical needs e.g. Play Therapy, Occupational Therapy, Physiotherapy, Child Development, ALNCO	Essential	Application Form
1.2 Knowledge of the ALNET Act 2018 and the mandatory Code	Essential	Application Form / Interview
1.3 Knowledge of appropriate provision for children with ALN	Essential	Application Form / Interview
1.4 An understanding of the holistic requirements of children with additional learning needs	Essential	Application Form / Interview
1.5 Knowledge of non-maintained early years settings and Flying Start	Desirable	Application Form / Interview
1.6 Knowledge of Person Centred Practices	Desirable	Application Form / Interview
Experience		
2.1 Experience of working with early years children and their families/carers	Essential	Application Form / Interview
2.2 Experience of working with children with additional learning needs or complex medical conditions	Essential	Application Form / Interview
2.3 Experience of working collaboratively in a multi-agency environment	Desirable	Application Form / Interview
2.4 Experience of developing and delivering training	Desirable	Application Form / Interview
Aptitudes and Skills		
3 3.1 Excellent communication skills both oral and written	Essential	Application Form / Interview
3.2 The ability to work in collaboration with other professionals	Essential	Application Form / Interview

3.3 Competent ICT skills	Desirable	Application Form / Interview
3.4 The ability to provide appropriate training for a range of audiences	Essential	Application Form / Interview
3.5 The ability to plan and model the delivery of appropriate strategies/ interventions to support children with ALN	Essential	Application Form / Interview
Personal Attributes		
4	Essential	Application Form / Interview
4.1 Well organised and able to manage own workload		
4.2 The ability to work both independently and as part of a team towards agreed targets	Essential	Application Form / Interview
4.3 The ability to communicate effectively with a range of stakeholders	Essential	Application Form / Interview
4.4 The ability to be sensitive and empathetic	Essential	Application Form / Interview
4.5 Commitment to own professional development	Desirable	Application Form
Circumstances		
5.1 A full UK driving licence and the ability to travel throughout Monmouthshire and elsewhere as required	Essential	Application Form

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.

**Should you require any further information regarding this post, please contact:
Sue Hall, Early Years Manager & EY ALN Lead Officer Tel: 01633 644461**

Closing Date: 12 Noon on 18th October 2024

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!

HYSBYSEB

TEITL Y RÔL: Ymgynghorydd ADY Blynyddoedd Cynnar

TESTUN YR HYSBYSEB:

Rydym yn awyddus i benodi Ymgynghorydd ADY Blynyddoedd Cynnar i ymuno â'n tîm ADY Blynyddoedd Cynnar sefydledig. Pwrpas y tîm hwn yw darparu cyngor a chymorth i feithrinfeydd ysgol a lleoliadau blynyddoedd cynnar nas cynhelir, er mwyn sicrhau bod plant o dan oedran ysgol gorfodol sydd ag anghenion ychwanegol yn gallu cyrraedd eu llawn botensial. Ceisir ceisiadau gan ymarferwyr profiadol, brwdfrydig o ystod o gefndiroedd sydd ag ymrwymiad i ymarfer cynhwysol. Rydym yn croesawu diddordeb gan ymarferwyr sydd â phrofiad o weithio gyda phlant ifanc o dan 5 oed sy'n cyflwyno anghenion dysgu ychwanegol (ADY), cyflyrau niwroddatblygiadol, cyflyrau corfforol/meddygol neu bryderon lles emosiynol cymdeithasol.

RHIF ADNABOD Y SWYDD: LLSIS35

LLEOLIAD: Neuadd y Sir, Brynbuga

GRADD: BAND H SCP 27 – SCP 31 £35,745 - £39,186 Pro Rata

ORIAU: 37 awr yr wythnos ac amser tymor yn unig.

DROS DRO: Nac ydy

A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd?

Oes (Gwiriad Gwasanaeth Datgelu a Gwahardd)

DYDDIAD CAU: 12 canol dydd ar 18 Hydref 2024

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 Awstisiaeth 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 RÔL

TEITL Y RÔL: Ymgynghorydd ADY Blynyddoedd Cynnar
PARHAOL

RHIF ADNABOD Y SWYDD: LLSIS35

GRADD: BAND H SCP 27 – SCP 31 £35,745 - £39,186 Pro Rata

ORIAU: 37 awr yr wythnos ac amser tymor yn unig.

PATRYMAU GWAITH: Dydd Llun i Ddydd Gwener rhwng 9am a 5pm.

LLEOLIAD: Neuadd y Sir, Brynbuga ond gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

GWIRIAD GWASANAETH DATGELU A GWAHARDD (GDG)

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n destun y gwiriad GDG canlynol (Nodwch lefel y gwiriad):

- Gwiriad Manwl gyda Gwiriad Rhestr Wedi'i Wahardd o Blant

YN ATEBOL I: Sue Hall, Rheolwr y Blynyddoedd Cynnar a Swyddog Arweiniol ADY Blynyddoedd Cynnar

ASESIAD Y GYMRAEG:

Mae sgiliau yn y Gymraeg yn ddymunol.

DIOGELU:

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol 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. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae eu rhan mewn lles, diogelwch ac amddiffyniad plant ac oedolion sydd mewn perygl.. 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.

Tîm Blynyddoedd Cynnar..... Pwy ydym ni?

Ein Pwrpas:-

Mae tîm y Blynyddoedd Cynnar yn gyfrifol am sicrhau bod Sir Fynwy yn cyflawni eu dyletswyddau statudol mewn perthynas â phlant o dan oedran ysgol gorfodol gan gynnwys addysg gynnar, gofal plant ac anghenion dysgu ychwanegol (ADY).

Pwrpas y Rôl hon:-

Pwrpas y rôl hon yw darparu cyngor a chymorth i feithrinfeydd ysgol a lleoliadau blynyddoedd cynnar nas cynhelir er mwyn sicrhau bod plant o dan oedran ysgol gorfodol sydd ag anghenion ychwanegol yn gallu cyrraedd eu llawn botensial.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

- Disgwyliwr i chi weithredu fel ffynhonnell arbenigedd ar faterion sy'n ymwneud ag ADY a hyrwyddo gwybodaeth, dealltwriaeth a gweithrediad Deddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg 2018 a chod gorfodol sy'n ymwneud â phlant o dan oedran ysgol gorfodol. Y canlyniad fyddai nodi plant sydd ag ADY cyn gynted â phosibl, fel y gellir rhoi cymorth priodol ar waith i roi'r dechrau gorau posibl mewn bywyd iddynt.
- Bydd disgwyliwr i chi ddarparu cyswllt rhwng yr Awdurdod Lleol, lleoliadau, rhieni a gweithwyr proffesiynol eraill er mwyn diwallu anghenion plant blynyddoedd cynnar sydd ag ADY.
- Cewch eich arwain gan y Cynllun Gwella Gwasanaethau Blynyddoedd Cynnar a bydd eich canlyniadau a'ch allbynnau yn cysylltu â'r cynllun hwn.

Bydd eich cyfrifoldebau yn cynnwys:-

- Bod yn ymrwymedig i ddatblygu lleoliadau blynyddoedd cynnar cynhwysol o fewn yr Awdurdod Lleol.
- Gweithio ar y cyd â lleoliadau, gweithwyr iechyd proffesiynol, addysg, trydydd sector a gofal cymdeithasol.
- Darparu arweiniad, cyngor a chymorth i ddarparwyr blynyddoedd cynnar i'w helpu i nodi anghenion sy'n dod i'r amlwg a chyflwyno strategaethau ymyrraeth gynnar.
- Darparu arweiniad, cyngor a chymorth i rieni a gweithwyr proffesiynol er mwyn iddynt ddiwallu anghenion plant y mae profiadau niweidiol yn ystod plentyndod yn effeithio arnynt.
- Darparu hyfforddiant i ymarferwyr blynyddoedd cynnar mewn perthynas ag ADY, iaith a chyfathrebu cynnar a lles emosiynol cymdeithasol.
- Cyfrannu at grwpiau proffesiynol sy'n darparu cyngor, datblygiad proffesiynol a chefnogaeth i weithwyr proffesiynol a theuluoedd blynyddoedd cynnar.
- Cydweithio â thimau derbyn a chymorth i ysgolion i gynllunio a pharatoi ar gyfer pontio esmwyth i'r ysgol ar gyfer plant sydd ag ADY, gan gynnwys gweithio gyda rhieni a gofalwyr, addysg, iechyd a gwasanaethau cymdeithasol.
- Cynnal datblygiad proffesiynol parhaus ym maes ADY.
- Cymryd rhan mewn hyfforddiant diogelu i'r lefel briodol ac i gyflawni eich cyfrifoldebau personol dros ddiogelu. Mae diogelu plant ac oedolion agored i niwed yn gyfrifoldeb craidd yr holl staff.

Dyma beth y gallwn ei rhoi i chi:-

- Gweithio ochr yn ochr â thîm cefnogol a brwdfrydig
- Amgylchedd gwaith hyblyg a gweithio hyblyg
- Boddhad eich bod yn cyfrannu tuag at blant yn Sir Fynwy yn cael y dechrau gorau posibl mewn bywyd.

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 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 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.

Mae'r awdurdod yn gweithredu polisi Gweithle Di-fwg ac mae'n rhaid i bob cyflogai cydymffurfio â hyn.

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:-

Gofyniad	Hanfodol neu Ddymunol	Sut caiff eu profi neu eu defnyddiwyd ar gyfnod y rhestr fer
Addysg/Cymwysterau/Gwybodaeth		
1	Hanfodol	Ffurflen Gais
1.1 Cymhwyster perthnasol i weithio gyda phlant ifanc sydd ag ADY neu anghenion meddygol e.e. Therapi Chwarae, Therapi Galwedigaethol, Ffisiotherapi, Datblygiad Plant, CADY		
1.2 Gwybodaeth o Ddeddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg 2018 a'r Cod gorfodol	Hanfodol	Ffurflen Gais / Cyfweliad
1.3 Gwybodaeth am ddarpariaeth briodol ar gyfer plant sydd ag ADY	Hanfodol	Ffurflen Gais / Cyfweliad
1.4 Dealltwriaeth o ofynion cyfannol plant sydd ag anghenion dysgu ychwanegol	Hanfodol	Ffurflen Gais / Cyfweliad
1.5 Gwybodaeth am leoliadau blynyddoedd cynnar nas cynhelir a Dechrau'n Deg	Dymunol	Ffurflen Gais / Cyfweliad
1.6 Gwybodaeth am arferion sy'n canolbwyntio ar yr unigolyn	Dymunol	Ffurflen Gais / Cyfweliad
Profiad		
2.1 Profiad o weithio gyda phlant blynyddoedd cynnar a'u teuluoedd/gofalwyr	Hanfodol	Ffurflen Gais / Cyfweliad
2.2 Profiad o weithio gyda phlant ag anghenion dysgu ychwanegol neu gyflyrau meddygol cymhleth	Hanfodol	Ffurflen Gais / Cyfweliad
2.3 Profiad o gydweithio mewn amgylchedd amlasiantaethol	Dymunol	Ffurflen Gais / Cyfweliad
2.4 Profiad o ddatblygu a chyflwyno hyfforddiant.	Dymunol	Ffurflen Gais / Cyfweliad

Doniau a Sgiliau			
3.1	Sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig	Hanfodol	Ffurflen Gais / Cyfweliad
3.2	Y gallu i weithio mewn partneriaeth â gweithwyr proffesiynol eraill	Hanfodol	Ffurflen Gais / Cyfweliad
3.3	giliau TGCh cymwys	Dymunol	Ffurflen Gais / Cyfweliad
3.4	Y gallu i ddarparu hyfforddiant priodol ar gyfer ystod o gynulleidfaoedd	Hanfodol	Ffurflen Gais / Cyfweliad
3.5	Y gallu i gynllunio a modelu'r gwaith o ddarparu strategaethau/ymyriadau priodol i gefnogi plant sydd ag ADY	Hanfodol	Ffurflen Gais / Cyfweliad
Nodweddion Personol			
4			
4.1	Yn drefnus ac yn gallu rheoli llwyth gwaith eich hun	Hanfodol	Ffurflen Gais / Cyfweliad
4.2	Y gallu i weithio'n annibynnol ac fel rhan o dîm tuag at dargedau y cytunwyd arnynt	Hanfodol	Ffurflen Gais / Cyfweliad
4.3	Y gallu i gyfathrebu'n effeithiol ag amrywiaeth o randdeiliaid	Hanfodol	Ffurflen Gais / Cyfweliad
4.4	Y gallu i fod yn sensitif ac yn empathetig	Hanfodol	Ffurflen Gais / Cyfweliad
4.5	Ymrwymiad i ddatblygiad proffesiynol eich hun	Dymunol	Ffurflen Gais
Arbennig			
5.1	Trwydded yrru DU llawn a'r gallu i deithio ledled Sir Fynwy a mannau eraill fel bo'r angen	Hanfodol	Ffurflen Gais

Mae sgiliau Cymraeg yn ddymunol.

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

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â'r canlynol: Sue Hall, Rheolwr y Blynnyddoedd Cynnar a Swyddog Arweiniol ADY, Rhif Ffôn: 01633 644461

Dyddiad Cau: 12 Hanner dydd ar 18 Hydref 2024

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	DARLLEN	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 ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ 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 sgwrsiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
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<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 lythrau'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 ddrafftio taflen wybodaeth fer neu boster yn Gymraeg fel bo'r angen.
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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	DARLLEN	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 chrynhofi 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 fyrfyfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	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.



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