



## *Come and join the team!*

### **ADVERT**

**ROLE TITLE:**            **Swimming Instructor Level 1**

**ADVERT TEXT:**

We are looking for enthusiastic, motivated, and customer focused individuals to join our MonLife team. You must be approachable, friendly and patient, with an ability to build trust, encourage and motivate your learners to develop swimming skills, technique and confidence in the water.

**POST ID:**                Abergavenny LALC031

**LOCATION:**              Abergavenny Leisure Centre

**GRADE:**                BAND D    SCP 9 – SCP 13   £26,409 - £28,163 (Pro Rata based on contracted hours)

**HOURS:**                Various hours from 2 hours/month to 39 hours/month. This will be agreed with the successful candidate.  
Hours will typically be weekday afternoons 16:00-18:00 and weekend morning 09:00-11:00. However, this may change based on the needs of the Service.

**TEMPORARY:**        No

**DBS CHECK:**        Yes (Disclosure & Barring Service Check)

**CLOSING DATE:**    **5pm Thursday 21/11/24**

**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:** **Swimming Instructor Level 1**  
PERMANENT

**POST ID:** Abergavenny LALC031

**LOCATION:** Abergavenny Leisure Centre

**GRADE:** BAND D SCP 9 – SCP 13 £26,409 - £28,163 (Pro Rata based on contracted hours)

**HOURS:** Various hours from 2 hours/month to 39 hours/month. This will be agreed with the successful candidate

**WORK PATTERN:** Hours will typical will be weekday afternoons 16:00-18:00 and weekend mornings 09:00-11:00. However, this may change based on the needs of the Service.

**LOCATION:** At an allocated, preferred leisure centre 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 Children Barred List Check

**RESPONSIBLE TO:** Leisure Centre Manager for professional standards and development.  
As well as Leisure Centre Duty Officers for day to day management

**WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable;

**Who are we?**

MonLife is a part of Monmouthshire County Council and delivers leisure, youth and outdoor education, green infrastructure and countryside, tourism, destination management, arts, museums and attractions. Its aim is to enrich people's lives through participation and activity. Building strong and vibrant places and communities in Monmouthshire.

**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 promote healthier lives and inspirational experiences, and promote the vibrancy of Monmouthshire as a great place to be.

**The Purpose of this Role:-**

To work as part of a team which teaches and coaches people of all ages and abilities to develop swimming skills, technique and confidence in the water.

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

You will work within the aquatics programme within a leisure centre and plan and deliver sessions using the Welsh Learn to Swim Framework. You will make sure safety standards are followed in sessions, identify learners' abilities and encourage them to reach their full potential.

**Your responsibilities are to:-**

- Teach swimming lessons as part of the MonLife's Learn to Swim programme and follow the National Learn to Swim Framework.
- Maintain up-to-date attendance and progression records of learners through our swimming management system including regular feedback and the awarding of certificates.
- Proactively plan your lessons using the National Learn to Swim Framework and review your class delivery regularly to ensure that your lessons are fun, interesting, and motivating.
- Undertake continuous training, as a part of MonLife's Swimming Development Programme.
- Prepare equipment which you require prior to the start of the lesson and to store equipment away safely at the end of your teaching period.
- Deliver excellent customer service
- Promote the sport of swimming to all learners and parents who attend the Learn to Swim Programme.
- Be dressed smartly to portray a positive image of MonLife whilst wearing the uniform provided whilst on duty.
- Deliver your lessons in line with the Leisure Centre's Normal Operating Procedures and Emergency Action Plans and attend any necessary training sessions to maintain your skills.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunity Policy and to work within the safeguarding priorities at the Leisure Centre.
- Responsible for the implementation and monitoring of health and safety at work in designated areas as laid down in the authority's Health and Safety Policy and Procedures.
- Undertake any other duties which may be required by Monmouthshire County Council that is compatible with the level and remit of this post.

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

- We can offer a culture that promotes collaborative team working and fosters close links with our partners.
- A motivated and enthusiastic service driven to achieve the best results for the Council and its local communities.
- In our Learn to Swim programme we use a - swimming management system with portable electronic tablets for recording attendances and learner achievements.
- We support in house training and development and apply the resources of Swim Wales Learn to Swim programme.
- 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.

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:-**

| <b>Area</b>                                | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Desirable</b>                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>                      | An ASA Level 1 Swim Teachers qualification or working towards (A,I)                                                                                                                                                                                                                                                                                                                                                                                                      | <p>An ASA Level 2 Swim Teachers qualification (A)</p> <p>Willing to work towards a relevant Adult &amp; Child teaching qualification (A)</p> <p>Willing to work towards a teaching water polo qualification (A)</p> <p>Willing to work towards a fin 2 fit instructor Qualification (A)</p> <p>Willing to work towards a National Pool Lifeguard Qualification (A)</p> |
| <b>Knowledge, skills, and Competencies</b> | <p>Knowledge and understanding of Child Protection Policies in a swimming pool environment (A,I)</p> <p>Ability to communicate effectively, both verbally and in writing with colleagues and customers (I)</p> <p>Ability to be confident and assertive when occasion demands, yet fully committed to the principles of good customer service (I)</p> <p>Ability to work with young people from varying backgrounds and with children/adults with specific needs (I)</p> | <p>Knowledge of swimming guidelines/standards (I)</p> <p>Ability to confidently use our IT system and the use of our teacher tablets through the teacher's porta (I)</p> <p>Practical knowledge of the Learn to Swim Wales Programme (A,I)</p>                                                                                                                         |
| <b>Experiences</b>                         | Maintaining a high standard of customer service (I)                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Working with people with a disability in a sporting programme (I)</p> <p>Experience in the organisation, planning and</p>                                                                                                                                                                                                                                           |

|                            |                                                                                                                                                                                                                                                                                                              |                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
|                            |                                                                                                                                                                                                                                                                                                              | delivery of structured swimming sessions and adapt to varying abilities, needs and ages(I) |
| <b>Personal Attributes</b> | <p>Self-motivated and punctual (I)</p> <p>Patience and understanding whilst working with all pupils including children/adults/groups with specific needs (I)</p> <p>Show high levels of professionalism in manner and dress (I)</p> <p>Be able to show commitment to continuous personal development (I)</p> |                                                                                            |
| <b>Other</b>               | <p>Ability to work flexible hours(A,I)</p> <p>Understanding and demonstrate a willingness to promote positively the Equal Opportunities Policy of MonLife (A,I)</p>                                                                                                                                          | Welsh Language Skills (I) (A)                                                              |

### **(I) Interview (A) Application**

- **Welsh Desirable.**

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council.

Should you require any further information regarding this post, please contact:

Relevant Leisure Centre Manager;  
Abergavenny Leisure Centre Manager– Michelle Witch (Tel: 01633 644800)

**Closing Date: 5pm Thursday 21/11/24**

## WELSH LANGUAGE SKILLS FRAMEWORK

| LEVEL 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | READING                                                                                                                                                                    | WRITING                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>              | <ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.</li> </ul> |
| LEVEL 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| <p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | READING                                                                                                                                                                    | WRITING                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general</li> <li>➤ Can understand when people ask you do something</li> </ul>                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul> |
| LEVEL 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| <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"> <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> |
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**LEVEL 4**

*Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.*

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

**LEVEL 5**

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

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

# Dewch i ymuno â'r tîm!

## HYSBYSEB

**TEITL Y RÔL:** Hyfforddwr Nofio Lefel 1

**TESTUN YR HYSBYSEB:**

Rydym yn chwilio am unigolion brwdfrydig, llawn cymhelliant a ffocws ar gwsmeriaid i ymuno â'n tîm MonLife. Rhaid i chi fod yn hawdd siarad â chi, yn gyfeillgar ac yn amyneddgar, gyda'r gallu i feithrin ymddiriedaeth, gan annog a chymell eich dysgwyr i ddatblygu sgiliau nofio, techneg a hyder yn y dŵr.

**RHIF ADNABOD Y SWYDD:** Abergavenny LALC031

**LLEOLIAD:** Canolfan Hamdden y Fenni

**GRADD:** BAND D SCP 9 – SCP 13 £26,409 - £28,163 (Pro Rata yn seiliedig ar oriau'r contract)

**ORIAU:** Oriau amrywiol o 2 awr y mis i 39 awr y mis. Bydd hyn yn cael ei gytuno gyda'r ymgeisydd llwyddiannus  
Fel arfer, bydd yr oriau gwaith yn ystod y prynhawn rhwng 4:00pm a 6:00pm a bore penwythnos rhwng 9:00am ac 11:00am. Fodd bynnag, gall hyn newid yn seiliedig ar anghenion y Gwasanaeth.

**DROS DRO:** Nac Ydy

**A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd?** Oes

**DYDDIAD CAU:** 5pm 21/11/2024

**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 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 RÔL

**TEITL Y RÔL:** Hyfforddwr Nofio Lefel 1  
PARHAOL

**RHIF ADNABOD Y SWYDD:**

Abergavenny LALC031

**LLEOLIAD:** Canolfan Hamdden y Fenni

**GRADD:** BAND D SCP 9 – SCP 13 £26,409 - £28,163 (Pro Rata yn seiliedig ar oriau'r contract)

**ORIAU:** Oriau amrywiol o 2 awr y mis i 39 awr y mis. Bydd hyn yn cael ei gytuno gyda'r ymgeisydd llwyddiannus

**PATRYMAU GWAITH:** Yr oriau arferol fydd prynhawniau yn ystod yr wythnos rhwng 4:00pm a 6:00pm a boreau penwythnos rhwng 9:00am ac 11:00am. Fodd bynnag, gall hyn newid yn seiliedig ar anghenion y Gwasanaeth.

**LLEOLIAD:** Mewn canolfan hamdden a ffefrir a ddyrennir, 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 Troseddwy ac mae'n destun y gwiriad GDG canlynol

Gwiriad Manwl gyda Gwiriad Rhestr Wedi'i Wahardd o Blant

**YN ATEBOL I:** Rheolwr Canolfan Hamdden ar gyfer safonau a datblygiad proffesiynol. Yn ogystal â Swyddogion Dyletswydd Canolfan Hamdden ar gyfer rheoli o ddydd i ddydd

**ASESIAD Y GYMRAEG:**

Sgiliau yn y Gymraeg yn ddymunol;

**Pwy ydym ni?**

Mae MonLife yn rhan o Gyngor Sir Fynwy ac mae'n darparu gwasanaethau hamdden, ieuencid ac addysg awyr agored, seilwaith gwyrdd a chefn gwlad, twristiaeth, rheoli cyrchfannau, y celfyddydau, amgueddfeydd ac atyniadau. Ei nod yw cyfoethogi bywydau

pobl drwy gymryd rhan a gweithgarwch. Adeiladu lleoedd a chymunedau cryf a bywiog yn Sir Fynwy.

### **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 rhan yng ngwaith lles, diogelu ac amddiffyn 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.

### **Ein Pwrpas:-**

Hyrwyddo bywydau iachach a phrofiadau ysbrydoledig, a hyrwyddo bywiogrwydd Sir Fynwy fel lle gwych i fod.

### **Pwrpas y Rôl hon:-**

Gweithio fel rhan o dîm sy'n addysgu ac yn hyfforddi pobl o bob oed a gallu i ddatblygu sgiliau nofio, techneg a hyder yn y dŵr.

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

Byddwch yn gweithio o fewn y rhaglen ddyfrol mewn canolfan hamdden ac yn cynllunio ac yn cyflwyno sesiynau gan ddefnyddio'r Fframwaith Dysgu i Nofio Cymru. Byddwch yn sicrhau bod safonau diogelwch yn cael eu dilyn mewn sesiynau, yn nodi galluoedd dysgwyr ac yn eu hannog i gyrraedd eu llawn botensial.

### **Bydd eich cyfrifoldebau yn cynnwys:-**

- Addysgu gwersi nofio fel rhan o raglen Dysgu Nofio MonLife a dilyn y Fframwaith Dysgu Nofio Cenedlaethol.
- Cynnal cofnodion cyfredol o bresenoldeb a chynnydd dysgwyr drwy ein system rheoli nofio, gan gynnwys adborth rheolaidd a dyfarnu tystysgrifau.
- Cynllunio eich gwersi'n rhagweithiol gan ddefnyddio'r Fframwaith Dysgu Nofio Cenedlaethol ac adolygu eich dosbarthiadau'n rheolaidd i sicrhau bod eich gwersi yn hwyl, yn ddiddorol ac yn ysgogol.
- Ymgymryd â hyfforddiant parhaus, fel rhan o Raglen Datblygu Nofio MonLife.
- Paratoi offer sydd ei angen arnoch cyn dechrau'r wers a storio offer yn ddiogel ar ddiwedd eich cyfnod addysgu.
- Darparu gwasanaeth rhagorol i gwsmeriaid
- Hyrwyddo chwaraeon nofio i'r holl ddysgwyr a rhieni sy'n mynychu'r Rhaglen Dysgu Nofio.
- Gwisgo'n smart i bortreadu delwedd gadarnhaol o MonLife tra'n gwisgo'r wisg unffurf a ddarperir pan ar ddyletswydd.
- Cyflwyno eich gwersi' unol â Gweithdrefnau Gweithredu Arferol a Chynlluniau Gweithredu Brys y Ganolfan Hamdden, a mynychu unrhyw sesiynau hyfforddi angenrheidiol i gynnal eich sgiliau.
- Cymryd rhan weithredol wrth gefnogi egwyddorion ac ymarfer cyfle cyfartal, fel y'u nodir ym Mholisi Cyfle Cyfartal y Cyngor, ac i weithio o fewn y blaenoriaethau diogelu yn y Ganolfan Hamdden.

- Yn gyfrifol am weithredu a monitro iechyd a diogelwch yn y gwaith mewn mannau dynodedig, fel y'u nodir ym Mholisi a Gweithdrefnau Iechyd a Diogelwch yr awdurdod.
- Ymgymryd ag unrhyw ddyletswyddau eraill y gallai fod eu hangen ar Gyngor Sir Fynwy sy'n gydnaws â lefel a chylch gwaith y swydd hon.

### **Dyma beth y gallwn ei rhoi i chi:-**

- Gallwn gynnig diwylliant sy'n hyrwyddo cydweithio â'n tîm ac sy'n meithrin cysylltiadau agos â'n partneriaid.
- Gwasanaeth cryf ei gymhelliad a brwdfrydig sy'n cael ei yrru i sicrhau'r canlyniadau gorau i'r Cyngor a'i gymunedau lleol.
- Yn ein rhaglen Dysgu Nofio rydym yn defnyddio system rheoli nofio gyda llechi electronig cludadwy ar gyfer cofnodi presenoldeb a chyflawniadau dysgwyr.
- Rydym yn cefnogi hyfforddiant a datblygiad mewnol ac yn defnyddio adnoddau rhaglen Dysgu Nofio Cymru.
- Cyfle i ddatblygu sgiliau iaith Gymraeg.

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

Mae ein diben yn seiliedig ar ymdeimlad clir o bwy ydym ni fel sefydliad. Rydym yn disgwyl i bobl sy'n gweithio gyda ni rannu set gwerth cryf a disgwyl bod y rhain yn amlwg yn y ffyrdd yr ydym yn gweithio ac yn ymgysylltu â'n cymunedau.

**Gwaith Tîm:** Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau o'r syniadau, a'r adnoddau sydd ar gael er mwyn sicrhau ein bod yn gwneud y pethau sy'n cael effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

**Bod yn agored:** Rydym yn agored ac yn onest. Mae pobl yn cael y cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

**Hyblygrwydd:** Rydym yn hyblyg er mwyn gallu darparu'r gwasanaethau mwyaf effeithiol ac effeithlon. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i gofleidio ffyrdd newydd o weithio.

**Tegwch:** Rydym yn darparu cyfleoedd i bobl a chymunedau ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

**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.

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:-

| Ardal                                     | Hanfodol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Dymunol                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cymwysterau</b>                        | <p>Cymhwyster ASA Lefel 1 Athrawon Nofio neu'n gweithio tuag at (FfG, Cyf)</p>                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Cymhwyster ASA Lefel 2 Athrawon Nofio (FfG)</p> <p>Bod yn barod i weithio tuag at gymhwyster addysgu Oedolion a Phlant perthnasol (FfG)</p> <p>Yn barod i weithio tuag at gymhwyster polo dŵr addysgu (FfG)</p> <p>Yn barod i weithio tuag at Gymhwyster Hyfforddwr Fin2Fit (FfG)</p> <p>Yn barod i weithio tuag at Gymhwyster Achubwr Bywydau Pwll Cenedlaethol (FfG)</p> |
| <b>Gwybodaeth, Sgiliau a Chymwyseddau</b> | <p>Gwybodaeth a dealltwriaeth o Bolisiau Amddiffyn Plant mewn amgylchedd pwll nofio (FfG, Cyf)</p> <p>Y gallu i gyfathrebu'n effeithiol, ar lafar ac yn ysgrifenedig gyda chydweithwyr a chwsmeriaid (Cyf)</p> <p>Y gallu i fod yn hyderus ac yn bendant pan fydd gofynion achlysurol, ond eto wedi ymrwymo'n llwyr i egwyddorion gwasanaeth cwsmeriaid da (Cyf).</p> <p>Y gallu i weithio gyda phobl ifanc o gefndiroedd amrywiol a gyda phlant/oedolion sydd ag anghenion penodol (Cyf)</p> | <p>Gwybodaeth am ganllawiau / safonau nofio (Cyf)</p> <p>Y gallu i ddefnyddio ein system TG yn hyderus a'r defnydd o'n llechi athro trwy borthol yr athrawon athro (Cyf)</p> <p>Gwybodaeth ymarferol o Raglen Dysgu Nofio Cymru (FfG, Cyf)</p>                                                                                                                                |
| <b>Profiadau</b>                          | <p>Cynnal safon uchel o wasanaeth i gwsmeriaid (Cyf)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Gweithio gyda phobl sydd ag anabledau mewn rhaglen chwaraeon (Cyf)</p>                                                                                                                                                                                                                                                                                                     |

|                            |                                                                                                                                                                                                                                                                                                                    |                                                                                                                                  |
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|                            |                                                                                                                                                                                                                                                                                                                    | Profiad o drefnu, cynllunio a chyflwyno sesiynau nofio strwythuredig ac addasu i alluoedd, anghenion ac oedrannau amrywiol (Cyf) |
| <b>Nodweddion Personol</b> | <p>Hunanysgogol a phrydlon (Cyf)</p> <p>Amynedd a dealltwriaeth wrth weithio gyda phob disgybl, gan gynnwys plant/oedolion/grwpiau sydd ag anghenion penodol (Cyf)</p> <p>Dangos lefelau uchel o broffesiynoldeb o ran agwedd a gwisg (Cyf)</p> <p>Gallu dangos ymrwymiad i ddatblygiad personol parhaus (Cyf)</p> |                                                                                                                                  |
| <b>Arall</b>               | <p>Y gallu i weithio oriau hyblyg (FfG, Cyf)</p> <p>Deall a dangos parodrwydd i hyrwyddo Polisi Cyfle Cyfartal MonLife yn gadarnhaol (FfG, Cyf)</p>                                                                                                                                                                | Sgiliau Cymraeg (FfG, Cyf)                                                                                                       |

### **(Cyf) Cyfweiliad (FfG) 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.

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â:

Canolfan hamdden y Fenni - Michelle Witch (Tel: 01633 644800)

**Dyddiad Cau: 5pm 21/11/2024**



## 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                                                                                                                                                                                                                                  | DARLEN                                                                                                                                                                   | YSGRIFENNU                                                                                                                                                                                                                                                                    |
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| <ul style="list-style-type: none"> <li>➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir.</li> <li>➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn.</li> <li>➤ Gall agor a chau sgwrs neu agor a chau cyfarfod.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall agor a chau neges e-bost neu lythyr.</li> <li>➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi.</li> <li>➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.</li> </ul> |

### LEFEL 2

*Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.*

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

### LEFEL 3:

*Gall ddeall y prif bwytiau 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 | DARLEN | YSGRIFENNU |
|-------|--------|--------|------------|
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| <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 ar gyd-destun os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.</li> </ul> | <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg fel bo'r angen.</li> </ul> |
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#### LEFEL 4

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

#### LEFEL 5

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