

Come and join the team!

ROLE TITLE: Senior Practitioner, Youth Offending Service – Children’s Social Services (Job Share – 2.5 days per week)

ADVERT TEXT:

The Monmouthshire & Torfaen Youth Offending Service has developed strong and innovative practice in partnership with partner agencies, particularly in the area of preventative services and this role offers an excellent opportunity to play a significant part in the further development of these services, which will also provide an excellent opportunity for professional development. The YOS is guided by the ‘Children first offenders second’ and is focused on protecting the public through changing harmful behaviour whilst, as far as is possible, not without criminalising children and young people

As a qualified senior social worker in the YOS, you will carry a restricted caseload of the more complex cases, and work as part of a team, with responsibilities for the assessment, delivery, monitoring and evaluation of a range of pre-court work, statutory work and preventative work. You will also have a responsibility for the development and ongoing oversight and expansion of specific areas of practice and performance (including Asset plus training and development.)

POST ID: SCS235

LOCATION: County Hall, The Rhadyr, Usk

GRADE: Band J - SCP 35-39 (£44,711 – £48,710 pro rata)

HOURS: 18.5 Hours Per Week

TEMPORARY: No

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE: 5pm on 28/11/24

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: Senior Practitioner – Youth Offending Service (Permanent, Job Share)

POST ID: SCS235

GRADE: BAND J – SCP 35-39 (£44,711 – £48,710)

HOURS: 18.5 Per Week

WORK PATTERN: Job Share – Hours to be Confirmed

LOCATION: County Hall, The Rhadyr, Usk and the wider Monmouthshire and Torfaen locality

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check

Enhanced with Both Children/Adults Barred List Checks

RESPONSIBLE TO: Adam Nash : Operational Team Manager

Who are we? Monmouthshire and Torfaen Youth Offending Service

Our Purpose:-

Monmouthshire and Torfaen Youth Offending Service aims to prevent offending and re-offending by young people within the two local authority areas by providing a high quality needs led service to young people, their families, victims and the communities within which we serve.

The Purpose of this Role:-

Monmouthshire and Torfaen Youth Offending Service is a multi-agency service whose principal aim is the prevention of anti-social behaviour, offending and re-offending by children and young people. As part of the Youth Offending Service you will provide a range of integrated services and interventions to young people and their families and victims of crime. This will include providing support to young people in the Criminal Justice System who display challenging, anti-social and offending behaviour. You will also work in collaboration with partner agencies so as

to build locally effective strategies to reduce crime by young people and play a key role in the ongoing development of effective and best practice and quality assurance

Your responsibilities are to:-

- To take responsibility for the case management of complex cases within the service.
- To assist the Operational Team Managers in the promotion of good professional practice amongst team members and to deputize in the Team Managers' absence (s).
- To be innovative in working towards the best possible outcomes for young people in, or on the periphery of, the Youth Justice System, both as a practitioner and as an identified lead of specific areas of practice.
- To ensure that the necessary statutory responsibilities and departmental policies and procedures are carried out across the service.
- To assist in the professional development of other staff within the service.
- To undertake training which is appropriate to the level of expertise required of the post holder.
- To ensure the provision of a high standard of record keeping and necessary administration and where appropriate to provide identified levels of formal and informal supervision and consultation.
- To actively support and implement the principles and practice of equality of opportunity as lead down in the Council's Equal Opportunities Policy.

Service User Delivery

- Ensure that services to young people, their families and the victims of crime are efficient, effective and appropriate to their level of need.
- Ensure that practice with all service users observes health and safety standards at all times.
- Initiate and review/evaluate involvement with service users as appropriate.
- Encourage participation by service users in planning and review processes.

Service Development

- To prepare, or contribute to the preparation of, reports in appropriate cases that will assist Courts in sentencing youth offenders.
- To carry out assessments and complete relevant reports in order to assist planning, intervention and supervision of young people involved in a voluntary or statutory capacity with the Youth Offending Service.
- To make professional assessments of individual young peoples needs in order that the service can effectively deliver its statutory and preventative interventions.
- To initiate and maintain contact with victims of offences where the service is responsible for supervising the offenders.
- To represent the team at local Court hearings and relevant partner agency meetings involving young offenders.
- To develop and sustain effective working relationships with a range of agencies that deliver services to young offenders
- To provide support and advice to the Parents/Carers of young people who are subject to supervision by the service.

- To participate in maintaining information systems that are integral to successful performances of the service.
- To act as responsible officer in supervising young offenders who are the subject of community based intervention by the service where designated by the team manager.
- To work with and deliver service to young people in a preventative capacity as identified within the relevant Youth Offending Service processes.
- To be responsible for contributing to the development of innovative interagency practice and procedures within the remit of the teamwork.
- To establish and maintain effective professional links with staff and structures in seconding organisations so as to further the objectives of the service.
- To deliver a range of youth crime prevention initiatives, together with colleagues, in keeping with the service's priorities.
- To provide formal and informal supervision, including case consultation to other members of staff.
- To create methods of consulting young people regarding the design and evaluation of services that the team deliver.
- To undertake any other duties within the scope of the post as designated by the Team Manager or Youth Offending Service Steering Group.
- To participate as required in the provision of an 'on-call' duty system, out of hours.
- To ensure the care of their own health and safety and that of other employees is maintained i.e. volunteers/sessional workers.

Administration

- In partnership with the YOS Management Team, to monitor the effectiveness of service performance and to ensure that local and national operational targets are met.
- Hold responsibility for control of those budgets within the post-holders span of responsibility.
- Ensure that financial transactions are certified for payment and conducted within those financial regulations which apply to the YOS.
- Ensure that recording and administration in the team meet required standards.

Miscellaneous

- To undertake all tasks in accordance with Health and Safety policy as it relates to YOS services.
- Attend individual supervision / one to one meetings with YOS manager as required.
- Adhere to the relevant practices, policies and procedures of the Youth Offending Service and Monmouthshire County Council.
- Attend and organise regular YOS Management Meetings.
- In all tasks undertaken to ensure the active implementation of anti oppressive/anti discriminatory practice and equal opportunities policies and procedures across the full range of YOS provision.

- Undertake any other duties required by management, which are commensurate with the grading of this post.
- Participate in an out of hours 'on-call' system.
- Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- Hold responsibility for the implementation and monitoring of health and Safety at Work in designated area as laid down in the authorities Health and Safety Policy and Procedures.
- Actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities policy

Variation

The YOS is a developing service and the exact functioning of this post may change and develop in line with best practice evidence and the changing needs of the service over the period of the strategic plan.

The YOS Partner Agency reserve the right to vary the content of this job description after consultation to reflect changes to the job, without altering the general character of the post or level of responsibility

Here's what we can provide you with:-

- You will be joining a versatile and experienced team, where good opportunities exist to have a positive impact on service delivery.
- Your role will be supported with a clear focus on staff development and supervision.
- As a multi-disciplinary service we are well resourced and the partnership approach adopted and developed within the service enables effective working across a broad range of agencies.
- Opportunity to develop Welsh language skills in line with the 'more than words' strategy'
- An extra days holiday at Christmas and Easter on top of your generous holiday allowance
- In line with Service objectives, we have an agile working policy and a flexi scheme in order to encourage a good work/life balance
- Excellent pension scheme and a range of other benefits

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 out 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.

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.

WELSH LANGUAGE ASSESSMENT:

Welsh is 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.

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

JOB TITLE: Senior Practitioner

AREA/TEAM: Monmouthshire & Torfaen Youth Offending Service

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

REQUIREMENTS	WEIGHTING HIGH / MEDIUM / LOW	HOW TESTED
1. EDUCATION/QUALIFICATION KNOWLEDGE		
<ul style="list-style-type: none"> Diploma/Degree/Masters in Social Work/CQSW or CSS. 	High	Application Form / Short listing
<ul style="list-style-type: none"> Good Knowledge of 1989/2004 Children's Act Social Services and Well-being (Wales) Act 2014.Procedures/related Regulations & Guidance. 	High	Application Form/ Short listing/ Interview
<ul style="list-style-type: none"> Good Knowledge of the Crime & Disorder Act 1998, Regulations and Guidance, Philosophy/Principles 	High	Application Form/ Short listing/ Interview
<ul style="list-style-type: none"> Good knowledge of the Criminal Justice & Immigration Act 2008 and the Scaled Approach. 	High	Application Form/ Short listing/ Interview
<ul style="list-style-type: none"> Demonstrate understanding and knowledge of the duties of a Young Offending Service Officer including Assessment, Provision of Reports, and Community Supervision. 	High	Application/ Short listing/ Interview
<ul style="list-style-type: none"> Understand and be committed to the Effective Practice and Quality Assurance framework. 	Medium	Application/ Short listing/ Interview
2. EXPERIENCE		
<ul style="list-style-type: none"> Relevant post qualifying experience 	High	Application Form / Short listing/ Interview

<ul style="list-style-type: none"> • Experience of working within a Youth Justice Setting. 	Medium	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Experience of working in a multi agency setting 	Medium	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Experience of working with young people who may be difficult to engage 	High	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Experience of thorough recording / record keeping 	High	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Ability to formulate and implement effective plans and intervention 	High	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Experience of monitoring and Evaluating Service delivery. 	High	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Ability to prioritise work and make decisions within own level of authority and take responsibility for them 	High	Interview
<ul style="list-style-type: none"> • Ability to develop / effective and constructive Multi-Agency relationships within the YOS and other agencies. 	High	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Ability to contribute to the development of service delivery 	High	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Ability to lead and motivate a team to evaluate it's performance in a specific area and encourage further development in accordance with the EPQA framework, 	High	Application Form / Short listing/ Interview
3. COMMUNICATION SKILLS		
<ul style="list-style-type: none"> • Ability to produce clear coherent and analytic reports 	High	Application Form / Short listing/ Interview
<ul style="list-style-type: none"> • Ability to communicate effectively orally and in writing 	High	Interview

4. APTITUDE AND SKILLS		
<ul style="list-style-type: none"> • Ability to work as a team member. • To display commitment and enthusiasm in relation to achieving positive outcomes for children, young people, their families and communities. • To be committed to professional development as an individual. • To approach challenges with enthusiasm, tenacity and a capacity for innovation. • To be willing to work outside of office hours. • To be computer literate / demonstrate a willingness to learn new skills. • A full / current driving licence and access to a car for which the agreed MCC mileage allowance will be paid. 	<p>High</p> <p>High</p> <p>Medium</p> <p>High</p> <p>High</p> <p>High</p> <p>High</p>	<p>Interview</p> <p>Application Form / Short listing/ Interview</p> <p>Interview</p> <p>Interview / Short listing</p> <p>Interview / Short listing</p> <p>Application Form</p> <p>Application Form / Short listing</p>
5. EQUAL OPPORTUNITIES		
Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training	High	Interview / short list
6. SPECIAL CIRCUMSTANCES		
You will need to be registered with the Care Council for Wales prior to appointment	High	Interview

Should you require any further information regarding this post, please contact: **Adam Nash, Operational Manager Tel: (01495 76800)**

Closing Date: 5pm on 28/11/24

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1

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

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

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

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. 	<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.

	<ul style="list-style-type: none"> • Can contribute to a meeting, but need to revert to English for specialist terms. 		
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LEVEL 3

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

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 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
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<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.
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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 gyda'r tîm!

HYSBYSEB SWYDD

TEITL Y SWYDD: Uwch Ymarferydd, Gwasanaeth Troseddau Ieuencid Gwasanaethau Cymdeithasol i Blant (Rhannu Swydd – 2.5 diwrnod yr wythnos)

Mae Gwasanaeth Troseddau Ieuencid Sir Fynwy a Thorfaen wedi datblygu arfer cryf ac arloesol mewn partneriaeth ag asiantaethau partner, yn enwedig ym maes gwasanaethau ataliol ac mae'r swydd hon yn cynnig cyfle rhagorol i chwarae rhan sylweddol yn natblygiad pellach y gwasanaethau hyn, a fydd hefyd yn rhoi cyfle rhagorol i ddatblygiad proffesiynol. Arweinir y Gwasanaeth gan egwyddor 'Plant yn gyntaf, troseddwy'r yn ail' ac mae'n canolbwyntio ar ddiogelu'r cyhoedd drwy newid ymddygiad niweidiol tra, cyn belled ag y bo modd, yn peidio â thrin plant a phobl ifanc fel troseddwy'r

Fel uwch weithiwr cymdeithasol cymwysedig yn y Gwasanaeth, byddwch yn cario llwyth achosion cyfyngedig o'r achosion mwy cymhleth, ac yn gweithio fel rhan o dîm, gyda chyfrifoldebau dros asesu, darparu, monitro a gwerthuso ystod o waith cyn y llys, gwaith statudol a gwaith ataliol. Byddwch hefyd yn gyfrifol am ddatblygu a goruchysilio parhaus ac ehangu meysydd ymarfer a pherfformiad penodol yn barhaus (gan gynnwys hyfforddiant a datblygiad Asset Plus.)

RHIF ADNABOD Y SWYDD: SCS235
LLEOLIAD: Neuadd y Sir, Y Rhadyr, Brynbuga
GRADD: Band J - SCP 35-39 (£44,711 – £48,710 pro rata)
ORIAU: 18.5 awr yr wythnos
DROS DRO: Na

A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd? Oes

DYDDIAD CAU: 5pm 28/11/24

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

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

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

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

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

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned.

- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd.
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog.
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth.
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

PROFFIL Y SWYDD

TEITL Y SWYDD: Uwch Ymarferydd - Gwasanaeth Troseddau Ieuencid (Parhaol. Rhannu Swydd)

CYFEIRNOD: SCS235

GRADD: Band J - SCP 35-39 (£44,711 – £48,710)

ORIAU: 18.5 yr Wythnos

PATRWM GWAITH: Rhannu swydd – Oriau i'w cadarnhau,

LLEOLIAD: Neuadd y Sir, Y Rhadyr, Brynbuga a chylch ehangach Sir Fynwy a Thorfaen

GWIRIAD GWASANAETH DATGELU A GWAHARDD (DBS)

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwr ac mae'n destun y gwiriad DBS canlynol

(b) Gwiriad Manwl gyda Gwiriad Rhestr Wedi'i Wahardd o Blant/Oedolion

YN ATEBOL I: Adam Nash : Rheolwr Tîm Gweithredol

Pwy ydym ni? Gwasanaeth Troseddau Ieuencid Sir Fynwy a Thorfaen

Ein diben:-

Nod Gwasanaeth Troseddau Ieuencid Sir Fynwy a Thorfaen yw atal troseddu ac aildroseddu gan bobl ifanc yn y ddwy ardal awdurdod lleol, drwy ddarparu gwasanaeth o ansawdd uchel sy'n cael ei arwain gan anghenion i bobl ifanc, eu teuluoedd, dioddefwyr a'r cymunedau yr ydym yn gwasanaethu ynddynt.

Diben y swydd hon:-

Mae Gwasanaeth Troseddau Ieuencid Sir Fynwy a Thorfaen yn wasanaeth amlasiantaethol sydd â'r brif nod o atal ymddygiad gwrthgymdeithasol, troseddu ac aildroseddu gan blant a phobl ifanc. Fel rhan o'r Gwasanaeth Troseddau Ieuencid byddwch yn darparu amrywiaeth o wasanaethau ac ymyriadau integredig i bobl ifanc a'u teuluoedd a dioddefwyr troseddau. Bydd hyn yn cynnwys rhoi cymorth i bobl ifanc yn y System Cyfiawnder Troseddol sy'n arddangos ymddygiad heriol, gwrthgymdeithasol a throseddol. Byddwch hefyd yn cydweithio ag asiantaethau partner er mwyn adeiladu strategaethau lleol effeithiol i leihau troseddu gan bobl ifanc a chwarae rhan allweddol yn natblygiad parhaus arfer effeithiol a gorau a sicrhau ansawdd.

Eich cyfrifoldebau fydd:-

- Cymryd cyfrifoldeb am reoli achosion cymhleth o fewn y gwasanaeth.
- Cynorthwyo'r Rheolwyr Tîm Gweithredol i hyrwyddo arfer proffesiynol da ymhlith aelodau'r tîm ac i ddirprwyo yn absenoldeb(au) y Rheolwyr Tîm.
- Bod yn arloesol wrth weithio tuag at y canlyniadau gorau posibl i bobl ifanc yn y System Cyfiawnder Ieuenctid, neu ar gyrion y System Cyfiawnder Ieuenctid, fel ymarferydd a hefyd fel arweinydd dynodedig ar feysydd ymarfer penodol.
- Sicrhau bod y cyfrifoldebau statudol angenrheidiol a pholisïau a gweithdrefnau adrannol yn cael eu cyflawni ar draws y gwasanaeth.
- Cynorthwyo gyda datblygiad proffesiynol staff eraill o fewn y gwasanaeth.
- Ymgymryd â hyfforddiant sy'n briodol i lefel yr arbenigedd sy'n ofynnol gan ddeiliad y swydd.
- Sicrhau y darperir safon uchel o gadw cofnodion a'r weinyddiaeth angenrheidiol a, lle y bo'n briodol, darparu lefelau penodol o oruchwyliaeth ac ymgynghori ffurfiol ac anffurfiol.
- Cefnogi a gweithredu'n weithredol egwyddorion ac arfer cyfle cyfartal fel y nodir ym Mholisi Cyfle Cyfartal y Cyngor.

Darparu Defnyddwyr Gwasanaeth

- Sicrhau bod gwasanaethau i bobl ifanc, eu teuluoedd a dioddefwyr troseddau yn effeithlon, yn effeithiol ac yn briodol i lefel eu hangen.
- Sicrhau bod arfer gyda'r holl ddefnyddwyr gwasanaeth yn cadw at safonau iechyd a diogelwch bob amser.
- Cychwyn ac adolygu/gwerthuso ymwneud â defnyddwyr gwasanaeth fel y bo'n briodol.
- Annog defnyddwyr gwasanaeth i gymryd rhan mewn prosesau cynllunio ac adolygu.

Datblygiad Gwasanaeth

- Paratoi, neu gyfrannu at baratoi, adroddiadau mewn achosion priodol a fydd yn cynorthwyo llysoedd i ddedfrydu troseddwyr ifanc.
- Cynnal asesiadau a chwblhau adroddiadau perthnasol er mwyn cynorthwyo'r gwaith o gynllunio, ymyrryd a goruchwyllo pobl ifanc sy'n ymwneud â chapasiti gwirfoddol neu statudol gyda'r Gwasanaeth Troseddau Ieuenctid.
- Gwneud asesiadau proffesiynol o anghenion pobl ifanc unigol er mwyn i'r gwasanaeth allu cyflawni ei ymyriadau statudol ac ataliol yn effeithiol.
- Cychwyn a chadw mewn cysylltiad â dioddefwyr troseddau lle mae'r gwasanaeth yn gyfrifol am oruchwyllo'r troseddwyr.
- Cynrychioli'r tîm mewn gwrandawiadau llys lleol a chyfarfodydd asiantaeth partner perthnasol sy'n cynnwys troseddwyr ifanc.
- Datblygu a chynnal perthynas waith effeithiol gydag amrywiaeth o asiantaethau sy'n darparu gwasanaethau i droseddwyr ifanc.
- Rhoi cymorth a chyngor i rieni/gofalwyr pobl ifanc sy'n destun goruchwyliaeth gan y gwasanaeth.

- Cymryd rhan mewn cynnal systemau gwybodaeth sy'n rhan annatod o berfformiadau llwyddiannus o'r gwasanaeth.
- Gweithredu fel swyddog cyfrifol wrth oruchwyllo troseddwr ifanc sy'n destun ymyrraeth yn y gymuned gan y gwasanaeth lle y'u dynodir gan y rheolwr tîm.
- Gweithio gyda phobl ifanc a darparu gwasanaeth iddynt mewn swydd ataliol fel y nodir ym mhrosesau perthnasol y Gwasanaeth Troseddau Ieuencid.
- Bod yn gyfrifol am gyfrannu at ddatblygu arferion a gweithdrefnau rhyngasiantaethol arloesol o fewn cylch gwaith y gwaith tîm.
- Sefydlu a chynnal cysylltiadau proffesiynol effeithiol â staff a strwythurau mewn sefydliadau secondio er mwyn hyrwyddo amcanion y gwasanaeth.
- Darparu amrywiaeth o fentrau atal troseddau ieuencid, ynghyd â chydweithwyr, yn unol â blaenoriaethau'r gwasanaeth.
- Darparu goruchwyliaeth ffurfiol ac anffurfiol, gan gynnwys ymgynghori ag achosion i aelodau eraill o staff.
- Creu dulliau o ymgynghori â phobl ifanc ynghylch dylunio a gwerthuso gwasanaethau y mae'r tîm yn eu darparu.
- Ymgymryd ag unrhyw ddyletswyddau eraill o fewn cwrdd y swydd fel y'i dynodir gan y Rheolwr Tîm neu Grŵp Llywio'r Gwasanaeth Troseddau Ieuencid.
- Cymryd rhan fel sy'n ofynnol wrth ddarparu system ddyletswydd 'ar alwad', y tu allan i oriau.
- Sicrhau bod gofal eu hiechyd a'u diogelwch eu hunain a gofal gweithwyr eraill yn cael ei gynnal h.y. gwirfoddolwyr/gweithwyr sesiynol.

Gweinyddiaeth

- Mewn partneriaeth â Thîm Rheoli'r Gwasanaeth Troseddau Ieuencid, monitro effeithiolrwydd perfformiad gwasanaethau a sicrhau bod targedau gweithredol lleol a cenedlaethol yn cael eu cyrraedd.
- Bod yn gyfrifol am reoli'r cyllidebau hynny o fewn rhychwant cyfrifoldeb deiliaid y swydd.
- Sicrhau bod trafodion ariannol yn cael eu hardystio i'w talu a'u cynnal o fewn y rheoliadau ariannol hynny sy'n berthnasol i'r Gwasanaeth.
- Sicrhau bod cofnodi a gweinyddu yn y tîm yn bodloni'r safonau gofynnol.

Amrywiol

- Ymgymryd â'r holl dasgau yn unol â pholisi lechyd a Diogelwch fel y mae'n ymwneud â gwasanaethau'r Gwasanaeth Troseddau Ieuencid.
- Mynychu goruchwyliaeth unigol / cyfarfodydd un i un gyda rheolwr Gwasanaeth yn ôl y gofyn.
- Cadw at arferion, polisiau a gweithdrefnau perthnasol y Gwasanaeth a Chyngor Sir Fynwy.
- Mynychu a threfnu cyfarfodydd rheoli rheolaidd y Gwasanaeth.
- Ym mhob tasg a gyflawnir, i sicrhau bod arferion gwrth-ormesol/gwrthwahaniaethol a pholisiau a gweithdrefnau cyfle cyfartal yn cael eu gweithredu'n weithredol ar draws yr ystod lawn o ddarpariaeth y Gwasanaeth.

- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n ofynnol gan y rheolwyr, sy'n gymesur â graddio'r swydd hon.
- Cymryd rhan mewn system 'ar alwad' y tu allan i oriau.
- Cynnal arferion gweithio diogel ar gyfer eich hunan ac eraill, yn unol â datganiad polisi'r awdurdod ar lechyd a Diogelwch yn y Gwaith.
- Bod yn gyfrifol am weithredu a monitro iechyd a Diogelwch yn y Gwaith mewn maes dynodedig fel y nodir ym Mholisi a Gweithdrefnau lechyd a Diogelwch yr awdurdod.
- Cefnogi a gweithredu egwyddorion ac arfer cyfle cyfartal fel y nodir ym Mholisi Cyfle Cyfartal y Cyngor.

Amrywiad

Mae'r Gwasanaeth Troseddau Ieuencid yn wasanaeth sy'n datblygu a gall union weithrediad y swydd hon newid a datblygu yn unol â thystiolaeth arfer gorau ac anghenion newidiol y gwasanaeth dros gyfnod y cynllun strategol.

Mae Asiantaeth Partner y Gwasanaeth yn cadw'r hawl i amrywio cynnwys y disgrifiad swydd hwn ar ôl ymgynghori i adlewyrchu newidiadau i'r swydd, heb newid cymeriad cyffredinol y swydd na lefel y cyfrifoldeb.

Dyma beth y gallwn ei rhoi i chi:-

- Byddwch yn ymuno â thîm hyblyg a phrofiadol, lle mae cyfleoedd da yn bodoli i gael effaith gadarnhaol ar ddarparu gwasanaethau.
- Bydd eich rôl yn cael ei chefnogi gan ganolbwyntio'n glir ar ddatblygu a goruchwylio staff.
- Fel gwasanaeth amlddisgyblaethol mae gennym adnoddau da ac mae'r dull partneriaeth a fabwysiedir ac a ddatblygir o fewn y gwasanaeth yn galluogi gweithio effeithiol ar draws ystod eang o asiantaethau.
- Cyfle i ddatblygu sgiliau iaith Gymraeg yn unol â'r strategaeth 'Mwy Na Geiriau'.
- Diwrnod ychwanegol o wyliau adeg y Nadolig a'r Pasg ar ben eich lwfans gwyliau hael
- Yn unol ag amcanion y Gwasanaeth, mae gennym bolisi gweithio ystwyth a chynllun hyblyg er mwyn annog cydbwysedd da rhwng bywyd a gwaith
- Cynllun pensiwn rhagorol ac ystod o fuddion eraill

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 at bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth ganol pob rhyngweithio

DIOGELU:

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

ASESIAD SGILIAU YN Y GYMRAEG:

Byddai 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 swydd.

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

TEITL Y SWYDD: Uwch Ymarferydd

ARDAL/TÎM: Gwasanaeth Troseddau Ieuenctid Sir Fynwy a Thorfaen

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:-

GOFYNION	PWYSIAD UCHEL/CANOLIG/ ISEL	SUT Y PROFIR
1. ADDYSG / CYMHWYSTER/ GWYBODAETH		
<ul style="list-style-type: none"> • Diploma/Gradd Gyntaf/Gradd Meistr mewn Gwaith Cymdeithasol / CQSW neu CSS. 	Uchel	Ffurflen Gais/ Rhestr Fer
<ul style="list-style-type: none"> • Gwybodaeth dda o Ddeddf Plant 1989/2004 a Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014. Gweithdrefnau/rheoliadau a chanllawiau cysylltiedig. 	Uchel	Ffurflen Gais/ Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Gwybodaeth dda o Ddeddf Troseddu ac Anrhefn 1998, rheoliadau a chanllawiau, athroniaeth/egwyddorion 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Gwybodaeth dda o Ddeddf Cyfiawnder Troseddol a Mewnfudo 2008 a dull gweithredu mewn graddau. 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Dangos dealltwriaeth a gwybodaeth o ddyletswyddau Swyddog Gwasanaeth Troseddau Ieuenctid yn cynnwys asesu, darparu adroddiadau a goruchwyliaeth gymunedol. 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Dealltwriaeth ac ymroddiad I'r fframwaith Ymarfer Effeithlon a Sicrwydd Ansawdd. 	Canolig	Ffurflen Gais Rhestr Fer / Cyfweliad

2. PROFIAD		
<ul style="list-style-type: none"> • Profiad ôl-gymhwyso perthnasol 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Profiad o weithio o fewn lleoliad Cyfiawnder Ieuenctid. 	Canolig	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Profiad o weithio mewn lleoliad aml-asiantaeth 	Canolig	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Profiad o weithio gyda phobl ifanc a all fod yn anodd ymgysylltu â nhw 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Profiad o gofnodi / cadw cofnodion trwyadl 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Gallu i ffurfio a gweithredu cynlluniau ac ymyriad effeithlon 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Profiad o fonitro a gwerthuso darpariaeth gwasanaeth. 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Gallu i flaenoriaethu gwaith a gwneud penderfyniadau o fewn eich lefel awdurdod eich hun a chymryd cyfrifoldeb amdanynt 	Uchel	Cyfweliad
<ul style="list-style-type: none"> • Gallu i ddatblygu perthynas aml-asiantaeth effeithiol ac adeiladol o fewn y Gwasanaeth Troseddu Ieuenctid ac asiantaethau eraill 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Gallu i gyfrannu at ddatblygu darpariaeth gwasanaeth 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Gallu i arwain a chymell tîm i werthuso ei berfformiad mewn maes penodol ac annog datblygu pellach yn unol â fframwaith Ymarfer Effeithlon a Sicrwydd Ansawdd 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
3. SGILIAU CYFATHREBU		
<ul style="list-style-type: none"> • Gallu i gynhyrchu adroddiadau clir, cydlynus a dadansoddol 	Uchel	Ffurflen Gais / Rhestr Fer / Cyfweliad
<ul style="list-style-type: none"> • Gallu i gyfathrebu yn effeithiol 		

yn llafar ac mewn ysgrifen	Uchel	Cyfweliad
4. DONIAU A SGILIAU		
<ul style="list-style-type: none"> Gallu i weithio fel aelod o dîm Arddangos ymroddiad a brwdfrydedd yng nghyswllt sicrhau canlyniadau cadarnhaol ar gyfer plant, pobl ifanc, eu teuluoedd a chymunedau. Ymroddedig i ddatblygiad proffesiynol fel unigolyn Trin heriau yn frwdfrydig, gwydn a gyda gallu ar gyfer arloesi Bod yn fodlon gweithio tu allan i oriau swyddfa. Bod yn hyddysg mewn cyfrifiadura / dangos parodrwydd i ddysgu sgiliau newydd Trwydded yrru lawn / gyfredol a mynediad i gar. Caiff lwfans milltiroedd a gytunwyd Cyngor Sir Fynwy ei dalu. 	Uchel Uchel Canolig Uchel Uchel Uchel Uchel	Cyfweliad Ffurflen Gais / Rhestr Fer / Cyfweliad Cyfweliad Cyfweliad / Rhestr Fer Cyfweliad / Rhestr Fer Ffurflen Gais Ffurflen Gais / Rhestr Fer
5. CYFLE CYFARTAL		
Bod yn fodlon cydymffurfio gyda pholisi Cyfle Cyfartal y Cyngor, yn cynnwys dilyn hyfforddiant priodol mewn ymwybyddiaeth o gydraddoldeb	Uchel	Cyfweliad / Rhestr Fer
6. AMGYLCHIADAU ARBENNIG		
Bydd angen i chi fod wedi cofrestru gyda Chyngor Gofal Cymru cyn cael eich penodi.	Uchel	Cyfweliad

Os ydych chi angen mwy o wybodaeth am y swydd hon, cysylltwch ag: **Adam Nash, Rheolwr Gweithredol Ffôn: (01495 76800)**

Dyddiad Cau: 5pm ar 28/11/24

FFRAMWAITH SGILIAU YN Y 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 	<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

	<p>unigolyn neu gyfnewid gwybodaeth cymharol syml.</p> <ul style="list-style-type: none"> Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 		
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LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgysiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd. Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad. Yn gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg yn ôl yr angen.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	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"> Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, 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 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	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 darllynydd 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.