

Come and join the team!

ADVERT

ROLE TITLE: Assistant Manager

ADVERT TEXT: This is an exciting opportunity for an experienced Assistant Manager to be involved in setting up and managing a small residential home for children, as we seek to expand this service in Monmouthshire. Along with the manager, you will be responsible for the daily management of the service, creating a safe, nurturing and, motivating environment for both the children and young people and, staffing team.

We are looking for somebody who is passionate and committed to supporting children and young people to flourish within a homely environment, being a strong advocate for the rights and views of our children and promote their participation and involvement in decision making.

If this sound like an exciting role for you, please contact us to find out more.

POST ID: SCS510

LOCATION: Monmouth Locality

GRADE: BAND H Scp 27 – Scp 31, £37,035- £40,476

HOURS: 37 hours per week to include Shift work/ Weekends and on call

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE: 12pm Thursday 16th January 2025

Due to a change in systems please note this post will be advertised until Friday 3rd of January and then will be re-posted on our new careers site from the 6th January until the closing date.

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:	Assistant Manager
POST ID:	SCS510
GRADE:	BAND H Scp 27 – Scp 31, £37,035 - £40,476
HOURS:	37 Per Week
TEMPORARY	No

WORK PATTERN: 37 hours per week to include Shift work weekends and on call

LOCATION: Monmouthshire Locality

RESPONSIBLE TO: Home Manager, Children's Services

The Purpose of this Role: -

To support the Home Manager, Children's Services in leading and managing the Home in an efficient and effective manner in compliance with regulatory provisions and Monmouthshire County Council Policies and Procedures. To support and lead with the Manager in providing a safe and task focussed team and environment that meets the diverse needs of children and young people. To deputise and take overall responsibility in the absence of the Manager.

Expectation and Outcomes of this Role: -

Within this role you will be expected to:

- Organise, allocate and check work. Demonstrate trust in others knowing when to support and when to step back.
- Share best practice and contribute to development of practices. Maintain a realistic and positive attitude to change.
- Communicate openly, being straightforward with people to generate trust and confidence.
- Use initiative to follow procedures to make appropriate decisions. Give feedback where these can be improved.
- Honestly reflect on my personal style and its impact on others and develop skills and adapt style as appropriate.

Your responsibilities are;

- To work with children and young people according to their individual needs, providing focussed work via the Care and Support Plan and Regulatory requirements. In line with the Department's Statement of Purpose.
- To organise and co-ordinate activities which are in the best interests and meet the needs of the children and young people who are looked after ensuring they are well managed, and risk assessed.
- To ensure that the procedures for the security, monitoring, administration and control of medication is followed. Undertake specialised training.
- To manage challenging, risky and aggressive behaviour and incidents using proactive and reactive strategies in line with individual management plans, risk assessments and departmental policy. To ensure children and young people staff members receive de-briefs.
- To liaise with relevant professionals, as required, and participate and lead in LAC and CASP Reviews.
- Ensure the Manager is fully informed of all matters affecting the well-being of children and young people and staff members.
- Ensure that all Health and Safety systems are in place and adhered to and monitored.
- Ensure all risk assessments for children and staff members are completed, monitored and reviewed in line with Council Policy.
- To take the lead on ensuring the creation and maintenance of all children and young people's files and associated documentation in line with current legislation and policies.
- To promote and lead on direct work with children and young people and effective working relationships, as well as promoting the link-working role within the home.
- To assist and take responsibility for staff management in compliance with Monmouthshire County Council Policies and Procedures. Including but not limited too - supervision and appraisal, management of rota's ensuring that shifts are adequately and appropriately covered at all times, management of attendance of staff, co-ordination of team meetings and taking notes as and when required.
- Lead and ensure professional standards, behaviours and attitude in the workplace are maintained at a high level and meet the requirements of the Social Care Code of Conduct/Practice and Monmouthshire County Council Policies.



- Participate in the selection, recruitment and development of all staff members. Ensure all staff within the Home have received a comprehensive Induction Programme, followed (where appropriate) the Diploma in Health and Social Care Level III.
- To promote professionalism and ensure that standards set for the team within the Statement of Purpose and Staff Guidance are adhered to. To participate in future planning of Service Delivery and monitor and review the provision as and when required.
- To participate in operational reviews and the preparation of reports and analysis of service with members of the Senior Management Team and relevant stakeholders.

Here's what we can provide you with:-

- The opportunity to make a real difference to the lives of children and families in Monmouthshire.
- The chance to help shape the future provision for service users.
- High quality support and supervision in a friendly and motivated environment Quality training in order to professionally and personally develop your skills and experience.
- 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.
- A flexi scheme in order to encourage a good work – life balance.
- In line with Service objectives, flexibility to work agilely in order to achieve a positive work life balance.
- Excellent pension scheme and a range of other benefit

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

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.

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.

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.

Disclosure and Barring Service (DBS) Check:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure and Barring Service check with Children Barred List Check and two suitable written references before appointment.

In Addition

The authority is committed to safeguarding and promoting the welfare of children and young people and adults at risk of harm and expects all employees and volunteers to share this commitment.

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

The Academic/professional/technical/vocational qualifications (including qualification Level) required for the post

- Level 5 Diploma in Leadership for Health and Social Care or a willingness to undertake the qualification.
- This role will necessitate registering with Social Care Wales as a social care manager and so you will need to possess appropriate pathway qualifications as detailed here.
- <https://socialcare.wales/qualifications-funding/qualification-framework/job-roles/care-home-services-for-children/residential-child-care-deputy-manager>

Knowledge

- Good working knowledge of childcare legislation.
- Sound and evidenced based knowledge of childcare legislation and child protection procedures as well as ensuring all documentation is updated and shared with relevant stakeholders.
- Sound and evidenced based knowledge of Confidentiality and Data Protection.

Practical/personal skills required for the post

- Excellent Communication - written, verbal and non-verbal.
- Be able to work under pressure and prioritise your own workload and others.
- To be responsible for own development and those of the staff team in line with the regulatory framework and re-register.
- Sound and evidenced based knowledge of childcare legislation and child protection procedures as well as ensuring all documentation is updated and shared with relevant stakeholders.
- Sound and evidenced based knowledge of Confidentiality and Data Protection.
- To understand and manage budgetary requirements and ensure monies kept in the Home are secured in accordance with Monmouthshire Council policies.
- To follow and participate in the smooth operation of the Home in line with Health and Safety Procedures and Legislative Framework and be conversant with evacuation procedures.
- To lead and direct staff members when on shift.
- To be able to work flexibly across all of Monmouthshire Children's Homes.
- To undertake the training required within a set period defined by management.
- Requirement to have a full driving licence in order to drive unit vehicles as required.
- To Line Manage all staff across the homes

Desirable

- The ability to follow and participate in payroll/personnel related administration processes.

Experienced required for the post

- Experience of working with children and young people in a Residential Setting.
- Experienced in assessing and managing risk to both service users and staff.
- Experience of understanding and applying the child protection practices and procedures.
- Experience of managing challenging and aggressive behaviour and identify strategies for dealing with these.

Training/education required to be undertaken for the post/worked towards

- Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

Other Skills/Qualifications

To be able to work flexibly according to the needs of the service, including working in other establishments if experience/training allows, undertake on call duties and to work shifts and unsociable hours including nights, weekends, sleep ins and Bank Holidays and to be willing to work across the service in different homes to meet the needs of the service.

Should you require any further information regarding this post, please contact: Scott Hereford Service Manager Children's Residential/Resources at scotthereford@monmouthshire.gov.uk Closing Date:

12pm Thursday 16th January 2025



monmouthshire
sir fynwy

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 the xxx meeting is, 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. 	<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 	<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



<ul style="list-style-type: none"> • Can understand when people ask you do something. 	<p>conversation or session in Welsh.</p> <ul style="list-style-type: none"> • Can hold a short conversation with an individual or exchange relatively straightforward information. • Can contribute to a meeting but need to revert to English for specialist terms. 		<p>and place of a meeting.</p> <ul style="list-style-type: none"> • Can write a short letter or e-mail to arrange an appointment.
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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 	<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. 	<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.



<p>situation or in everyday conversation.</p>	<ul style="list-style-type: none"> • Can adapt the style of language to suit the audience. 		<ul style="list-style-type: none"> • Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
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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 can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

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

LEVEL 5

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

UNDERSTANDING	SPEAKING	READING	WRITING
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<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.
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Dewch ac ymuno gyda'r tîm!

HYSBYSEB

TEITL SWYDD: Rheolwr Cynorthwyol Cartref Preswyl Plant

GEIRIAD YR HYSBYSEB: Mae hwn yn gyfle cyffrous i Reolwr Cynorthwyol profiadol i gymryd rhan wrth sefydlu a rheoli cartref preswyl bach ar gyfer plant wrth i ni geisio ehangu'r gwasanaeth hwn yn Sir Fynwy. Ynghyd â'r rheolwr, byddwch yn gyfrifol am reoli'r gwasanaeth o ddydd i ddydd, gan greu amgylchedd diogel, cefnogol ac ysgogol ar gyfer y plant a'r bobl ifanc a hefyd y tîm staffio.

Rydym yn edrych am rywun sy'n angerddol ac yn ymroddedig i gefnogi plant a phobl ifanc i ffynnu o fewn amgylchedd cartrefol, gan fod yn eiriolydd cryf dros hawliau a barn ein plant a phobl ifanc a hyrwyddo eu cyfranogiad a'u hymgyfraniad mewn gwneud penderfyniadau.

Os yw hyn yn swnio fel swydd gyffrous i chi, cysylltwch â ni i ganfod mwy.

CYFEIRNOD SWYDD: SCS510

LLEOLIAD: Ardal Trefynwy

GRADE: BAND H Scp 27 – Scp 31, £37,035- £40,476

ORIAU: **37 awr yr wythnos, i gynnwys gwaith shifft/penwythnosau ac ar alw**

GWIRIAD DBS: Oes (Gwiriad Gwasanaeth Datgelu a Gwahardd)

DYDDIAD CAU: **12pm dydd Iau 16 Ionawr 2025**

Yn sgil newid mewn systemau, y bydd y swydd hon yn cael ei hysbysebu tan ddydd Gwener 3ydd Ionawr ac yna'n cael ei hail-bostio ar ein safle gyrfaoedd newydd o'r 6ed Ionawr tan y dyddiad cau.

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CVau

I wneud cais am y swydd hon, llenwch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

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

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

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



Mae Cyngor Sir Fynwy -

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

PROFFIL Y SWYDD

TEITL Y SWYDD:	Rheolwr Cynorthwyol
CYFEIRNOD:	SCS510
GRADD:	BAND H Scp 27 – Scp 31, £37,035- £40,476
ORIAU:	37 yr wythnos
DROS DRO:	Na
PATRWM GWAITH:	37 yr wythnos i gynnwys gwaith shifft, penwythnosau ac ar alwad
LLEOLIAD:	Ardal Sir Fynwy
ATEBOL I:	Rheolwr y Cartref, Gwasanaethau Plant

Diben y swydd hon: -

Cefnogi Rheolwr y Cartref, Gwasanaethau Plant wrth arwain a rheoli'r cartref mewn modd effeithiol ac effeithlon gan gydymffurfio gyda darpariaethau rheoleiddiol a pholisïau a gweithdrefnau Cyngor Sir Fynwy. Cefnogi ac arwain gyda'r Rheolwr wrthi sicrhau tîm ac amgylchedd diogel a gyda ffocws ar dasg ar gyfer y bobl ifanc a phlant. Dirprwyo a chymryd cyfrifoldeb cyffredinol yn absenoldeb y Rheolwr.

Disgwyliadau a chanlyniadau'r swydd:-

Yn y swydd hon disgwylir i chi:

- Trefnu, dyrannu a gwirio gwaith. Arddangos ymddiriedaeth mewn eraill gan wybod pryd i gefnogi a phryd i gamu yn ôl.
- Rhannu arfer gorau a chyfrannu at ddatblygu arferion. Cynnal agwedd realistig a chadarnhaol at newid.
- Cyfathrebu'n agored, gan fod yn eglur gyda phobl i ysgogi ymddiriedaeth a hyder.
- Defnyddio cymhelliant i ddilyn gweithdrefnau i wneud penderfyniadau priodol. Rhoi adborth lle gall y rhain gael eu gwella.
- Ystyried eich arddull bersonol yn onest ac effaith hynny ar eraill a datblygu sgiliau ac addasu arddull fel sy'n briodol.

Eich cyfrifoldebau yw:

- Gweithio gyda phlant a phobl ifanc yn ôl eu hanghenion unigol, gan ddarparu gwaith gyda ffocws drwy'r cynllun Gofal a Chymorth a gofynion rheoleiddiol, yn unol â Datganiad Diben yr Adran.



- Trefnu a chydlynu gweithgareddau sydd er budd gorau ac sy'n diwallu anghenion plant a phobl ifanc sy'n derbyn gofal gan sicrhau y cânt eu rheoli'n dda ac y cynhelir asesiad risg arnynt.
- Sicrhau y dilynir y gweithdrefnau ar gyfer diogelwch, monitro, gweini a rheoli meddyginiaeth. Dilyn hyfforddiant arbenigol.
- Rheoli ymddygiad a digwyddiadau heriol, sydd â risg ac sy'n ymosodol yn defnyddio strategaethau rhagweithiol ac ymatebol yn unol â chynlluniau rheoli unigol, asesiadau risg a pholisi adrannol. Sicrhau fod plant a phobl ifanc ac aelodau staff yn derbyn di-briffiad.
- Cydlynu gyda gweithwyr proffesiynol perthnasol fel sydd angen a chymryd rhan ac arwain mewn adolygiadau plant sy'n derbyn gofal a CASP.
- Sicrhau y gaiff y Rheolwr ei hysbysu'n llawn am bob mater sy'n effeithio ar lesiant plant a phobl ifanc ac aelodau staff.
- Sicrhau fod pob system iechyd a diogelwch yn eu lle ac y cydymffurfir â nhw a'u monitro.
- Sicrhau y caiff asesiadau risg ar gyfer plant ac aelodau staff eu cwblhau, eu monitro a'u hadolygu yn unol gyda pholisi'r Cyngor.
- Arwain wrth sicrhau fod creu a chynnal a chadw holl ffeiliau a dogfennau cysylltiedig plant a phobl ifanc yn unol â deddfwriaeth a pholisïau cyfredol.
- Hyrwyddo ac arwain ar waith uniongyrchol gyda phlant a phobl ifanc a pherthnasoedd gwaith effeithlon yn ogystal â hyrwyddo'r rôl gweithio cyswllt o fewn y cartref.
- Cynorthwyo a chymryd cyfrifoldeb am reoli staff gan gydymffurfio gyda pholisïau a gweithdrefnau Cyngor Sir Fynwy yn cynnwys ond heb ei gyfyngu i – goruchwyllo a gwerthuso, rheoli rotas gan sicrhau fod staffio digonol a phriodol bob amser ar shifftiau, rheoli presenoldeb staff, cydlynu cyfarfodydd tîm a chymryd nodiadau fel a phan fo angen.
- Arwain a sicrhau y cedwir safonau proffesiynol, ymddygiad ac agweddau yn y gweithle ar lefel uchel ac ateb gofynion y Cod Ymddygiad/Arfer Gofal Cymdeithasol a pholisïau Cyngor Sir Fynwy.
- Cymryd rhan wrth ddethol, recriwtio a datblygu holl aelodau staff. Sicrhau fod yr holl staff o fewn y cartref wedi derbyn rhaglen sefydlu gynhwysfawr, a ddilynir (lle'n briodol) gyda Diploma Lefel III mewn Iechyd a Gofal Cymdeithasol.
- Hyrwyddo proffesiynoldeb a sicrhau y cydymffurfir gyda safonau a osodir ar gyfer y tîm o fewn y Datganiad Diben a Chanllawiau Staff. Cymryd rhan wrth

gynllunio darpariaeth gwasanaeth yn y dyfodol a monitro ac adolygu'r ddarpariaeth fel a phan fo angen.

- Cymryd rhan mewn adolygiadau gweithredol a pharatoi adroddiadau a dadansoddiad gwasanaeth gydag aelodau o'r Uwch Dîm Rheoli a rhanddeiliaid perthnasol.

Dyma'r hyn y gallwn ei gynnig i chi:-

- Y cyfle i wneud gwahaniaeth go iawn i fywydau plant a theuluoedd yn Sir Fynwy.
- Y cyfle i helpu llunio darpariaeth y dyfodol ar gyfer defnyddwyr gwasanaeth.
- Cymorth a goruchwyliaeth ansawdd uchel mewn amgylchedd cyfeillgar a chymhellant uchel.
- Hyfforddiant ansawdd uchel er mwyn datblygu eich sgiliau a'ch profiad yn broffesiynol ac yn bersonol.
- Cyfle i ddatblygu sgiliau yn y Gymraeg yn unol â strategaeth 'Mwy na Geiriau'.
- Diwrnod ychwanegol o wyliau adeg y Nadolig a'r Pasg ar ben eich lwfans gwyliau hael
- Cynllun hyblyg i annog cydbwysedd da rhwng bywyd a gwaith.
- Yn unol ag amcanion y gwasanaeth, hyblygrwydd i weithio'n ystwyth er mwyn sicrhau cydbwysedd cadarnhaol rhwng gwaith a bywyd.
- Cynllun pensiwn rhagorol ac ystod o fuddion eraill.

Beth arall sydd angen i chi ei wybod – ein gwerthoedd yw:

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.



Asesiad Sgiliau yn y Gymraeg:

Byddai sgiliau yn y Gymraeg yn ddymunol. Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymraeg y bydd y cyngor yn talu amdano ar gyfer staff. Caiff hyn ei weithredu os oes angen yn codi am sgiliau yn y Gymraeg ar gyfer y swydd.

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. Chi sy'n gyfrifol am chwarae eich rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn risg. Bydd gennych gyfrifoldeb i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogelu ac mae gennych ddyletswydd i gyflawni eich cyfrifoldebau personol o ran diogelu.

Gwiriad Gwasanaeth Datgelu a Gwahardd:

Cafodd penodiad i'r swydd hon ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar wiriad manwl gyda'r Gwasanaeth Datgelu a Gwahardd gyda gwiriad o'r rhestr Gwahardd rhag Gweithio gyda Phlant a dau dystlythyr ysgrifenedig cyn penodiad.

Yn ychwanegol

Mae'r awdurdod yn ymroddedig i ddiogelu a hyrwyddo llesiant plant a phobl ifanc ac oedolion sydd mewn risg o niwed ac mae'n disgwyl i'r holl gyflogeion a gwirfoddolwyr rannu'r ymroddiad hwn.

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws gyda pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu polisi gweithle dim ysmegu ac mae'n rhaid i bawb a gyflogir gydymffurfio â hynny.

Manyleb Person

Y cymwysterau academiaidd/proffesiynol/technegol/galwedigaethol (yn cynnwys lefel cymhwyster) sydd eu hangen ar gyfer y swydd

- Diploma Lefel 5 mewn Arweinyddiaeth ar gyfer Gwasanaethau Iechyd a Gofal Cymdeithasol neu barodrwydd i ymgymryd â'r cymhwyster.
- Bydd angen cofrestru gyda Gofal Cymdeithasol Cymru fel rheolwr gofal cymdeithasol gan y bydd angen i chi fod â'r cymwysterau llwybr perthnasol a fanylir yma:
<https://socialcare.wales/qualification-framework/job-roles/care-home-services-for-children/residential-child-care-manager>

Gwybodaeth

- Gwybodaeth waith dda o ddeddfwriaeth gofal plant.
- Gwybodaeth gadarn a seiliedig ar dystiolaeth o ddeddfwriaeth gofal plant a gweithdrefnau amddiffyn plant yn ogystal â sicrhau y caiff yr holl ddogfennau eu diweddarau a'u rhannu gyda rhanddeiliaid perthnasol.
- Gwybodaeth gadarn a seiliedig ar dystiolaeth o gyfrinachedd a diogelu data.

Sgiliau ymarferol/personol sydd eu hangen ar gyfer y swydd

- Cyfathrebu rhagorol – ysgrifenedig, llafar a heb fod yn llafar.
- Medru gweithio dan bwysau a blaenoriaethu eich llwyth gwaith eich hun a llwyth gwaith pobl eraill.
- Bod yn gyfrifol am eich datblygiad eich hun a'r tîm staff yn unol gyda'r fframwaith rheoleiddiol ac ailgofrestru.
- Gwybodaeth gadarn a seiliedig ar dystiolaeth o ddeddfwriaeth gofal plant a gweithdrefnau amddiffyn plant yn ogystal â sicrhau y caiff yr holl ddogfennau eu diweddarau a'u rhannu gyda rhanddeiliaid perthnasol.
- Gwybodaeth gadarn a seiliedig ar dystiolaeth o gyfrinachedd a diogelu data.
- Deall a rheoli gofynion cyllidebol a sicrhau y caiff arian a gedwir yn y cartref ei gadw'n ddiogel yn unol â pholisïau Cyngor Sir Fynwy.
- Dilyn a chymryd rhan yng ngweithrediad llyfn y cartref yn unol gyda gweithdrefnau iechyd a diogelwch a'r fframwaith ddeddfwriaethol a bod yn gyfarwydd gyda gweithdrefnau gwagu adeilad mewn argyfwng.
- Arwain a chyfeirio aelodau staff pan ar shifft.
- Medru gweithio'n hyblyg ar draws holl gartrefi plant Sir Fynwy.
- Dilyn yr hyfforddiant gofynnol o fewn cyfnod penodol a ddiffinnir gan y rheolwyr.
- Gofyniad i fod â thrwydded yrru lawn er mwyn gyrru cerbydau'r uned pan fo angen.
- Bod yn rheolwr llinell yr holl staff ar draws y cartrefi.

Dymunol

- Y gallu i ddilyn a chymryd rhan mewn prosesau geinyddol cysylltiedig â chyflogres/personél.



Profiad angenrheidiol ar gyfer y swydd:

- Profiad o weithio gyda phlant a phobl ifanc mewn lleoliad preswyl.
- Profiad o asesu a rheoli risg i ddefnyddwyr gwasanaeth a staff.
- Profiad o ddeall a gweithredu arferion a gweithdrefnau amddiffyn plant.
- Profiad o reoli ymddygiad heriol ac ymosodol ac adnabod strategaethau ar gyfer delio gyda hyn.

Hyfforddiant/addysg angenrheidiol ar gyfer y swydd/gweithio at hynny

- Dilyn yr holl hyfforddiant gorfodol perthnasol i'r swydd a bod yn gyfrifol am eich Datblygiad Proffesiynol Parhaus eich hun.

Sgiliau/Cymwysterau eraill

Medru gweithio'n hyblyg yn unol ag anghenion y gwasanaeth, yn cynnwys gweithio mewn sefydliadau eraill os yw profiad/hyfforddiant yn caniatáu hynny ymgymryd â dyletswyddau ar alwad a gweithio shifftiau ac oriau cymdeithasol yn cynnwys nosweithiau, penwythnosau, cysgu mewn a Gwyliau Banc a bod yn fodlon gweithio ar draws y gwasanaeth mewn gwahanol gartrefi i ddiwallu anghenion y gwasanaeth.

Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â Scott Hereford, Rheolwr Gwasanaeth Preswyl/Adnoddau Plant yn scotthereford@monmouthshire.gov.uk.

Dyddiad cau: **12pm dydd Iau 16 Ionawr 2025**

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1			
<p>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.</p>			
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			
<p>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.</p>			
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 	<ul style="list-style-type: none"> Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. 	<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



<p>am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol</p> <ul style="list-style-type: none"> Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 		<p>rhywbeth e.e. amser a lle cyfarfod</p> <ul style="list-style-type: none"> Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad
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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 	<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. 	<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 	<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



<p>gyfarwydd neu mewn sgwrs bob dydd.</p>	<ul style="list-style-type: none"> Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<p>neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.</p>	<p>ddrafftio taflen wybodaeth fer neu boster yn Gymraeg yn ôl yr angen.</p>
LEFEL 4			
<p>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.</p>			
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			
<p>Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.</p>			
DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. 	<ul style="list-style-type: none"> Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth 	<ul style="list-style-type: none"> Gall ddarllen a deall bron bob testun ysgrifenedig heb 	<ul style="list-style-type: none"> Gall ysgrifennu adroddiadau mewn arddull glir addas i'r



<ul style="list-style-type: none">• Gall ddeall amwysedd a naws iaith.	<ul style="list-style-type: none">• Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa.	<p>anhawster, gan ddefnyddio geiriadur yn achlysurol.</p> <ul style="list-style-type: none">• Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig.	<p>darllenydd gyda chefnogaeth offer cymorth iaith electronig.</p> <ul style="list-style-type: none">• Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen.• Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.
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