

## *Come and join the team!*

### ADVERT

**ROLE TITLE:** Play Therapist

TEMPORARY: (Fixed Term Contract)

**ADVERT TEXT:** An exciting opportunity to join our expanding Creative Therapies Team where you will deliver Creative Therapies and play-based therapeutic interventions to children and their families.

**POST ID:** LYW015

**LOCATION:** Usk - which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**GRADE:** BAND H SCP 27 £31, 346 - SCP 31 £34, 728 Pro Rata

**HOURS:** 18.5 hrs Per Week

**TEMPORARY:** Yes Fixed Term Contract

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

**CLOSING DATE:** 12 noon on Friday 1st October, 2021

#### **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:** Play Therapist

TEMPORARY: Fixed Term Contract

**POST ID:** LYW015

**GRADE:** BAND H SCP 27 £31,346 - SCP 31 £34,728 Pro Rata

**HOURS:** 18.5 hrs Per Week

**WORK PATTERN:** Monday to Friday in line with the needs of the service

**LOCATION:** Usk County Hall which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check:

Enhanced with Children Barred List Check

**RESPONSIBLE TO:** Donna Benson, Creative Therapies Lead

**WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable

### Family Support Service

**Who are we?** The Family Support Service provides and facilitates preventative services and/or early intervention and support to children, young people and families in order to reduce their need for support from statutory services. The team is made up of Family Therapists, Play Therapists, School based Counsellors and direct therapeutic workers. The Creative Therapies Team provides Family Therapy, Play Therapy and other play-based therapeutic interventions to primary aged children and their families.

**SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

**Our Purpose:**

The team provides and facilitates preventative services and/or early intervention and support to children, young people and families in order to reduce their need for support from statutory services.

**The Purpose of this Role:**

- To provide Creative Arts Therapy for children, who have been referred for support with their emotional health and well-being or who have suffered trauma due to abuse or neglect. You will work with our various primary schools across Monmouthshire to ensure that children have access to the most appropriate levels of therapeutic support
- To be flexible in your approach to working with children and their families, whilst still working within your own Ethical Framework
- To enable children and young people to make sense of their experiences, express their feelings and ensure their physical and emotional safety in a therapeutic environment
- To support parents, carers and professionals to better understand and be able to meet the needs of children and young people who have been referred for support with their emotional health and well-being or who have experienced trauma, abuse or neglect.

**Expectation and Outcomes of this Role:**

You will be expected to case hold and provide Creative Arts Therapy for children referred to the service. This post would ideally be suitable for a Play Therapist or Creative Arts Therapist. However, Therapeutic Play Specialists and Counsellors with significant experience in working with children in Key Stage 2, should also apply. This is a great opportunity to work within a variety of approaches, ensuring the most appropriate level of therapeutic support is delivered for children and their families. Additionally, you will be expected to support parents, carers and professionals to better understand the needs of the young people on your case load. You will also be expected to undertake thorough assessments and produce ending reports.

**Your responsibilities are:**

- To deliver individual therapy sessions and group work to children and young people experiencing challenges, ensuring their physical and emotional safety
- To enable your clients to make sense of their experiences, express their feelings and develop greater emotional resilience in a safe, therapeutic environment

- To plan and deliver therapy groups within a multi-modal approach to children aged 6-11
- When required, to be responsible for delivering joint work to parents/carers, in relation to the children's needs, parenting capacity, and keeping safe work which helps parents to develop strategies to ensure their children are safe from harm

**You will be expected:**

- To undertake Specialist Strengths and Difficulties Questionnaire (SDQs) and Therapy assessment in liaison with the child, parent/carer, social worker, school and health in order to assess suitability and need
- To ensure that all relevant legal requirements, including registration and affiliation are up to date, Codes of Practice are adhered to and 30 hours of CPD (Continued Professional Development) are gained per annum including regular updates around Child Protection Procedures
- If required, to attend and contribute to case conferences, core group meetings and other relevant professional meetings
- To produce written reports as required
- To contribute to the collection, collation and analysis of performance data and prepare internal and external reports required for monitoring purposes as required and evaluate and audit the quality and outcomes achieved and use this information to learn and adapt work accordingly
- To report concerns, including child protection concerns, relating to individual children and families as necessary and as they arise, and liaise appropriately with partners
- To ensure the participation and involvement of children and young people in service design, planning, delivery and monitoring
- To work with the family and assist in developing the existing services for children, their families and carers and to help shape future services
- To initiate and develop effective working relationships with children, young people and their families

- To initiate and develop effective working relationships with partner agencies
- To develop own professional skills through supervision sessions and through undertaking appropriate training and development
- To maintain awareness of changes in legislation, related policies and practices and implement these within own professional practice
- To maintain accurate and up-to-date records
- To work in a flexible way, if the need arises, so that tasks not specifically covered in the job description are undertaken
- To be flexible in approach and working hours to cater to the needs of the service
- To ensure all activities are carried out in line with the Council's Health and Safety Policy and where necessary Risk Assessments are undertaken
- To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no unauthorised loss or disclosure of personal data occurs
- To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of Monmouthshire's policies on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need of care and support' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection

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

- High quality support and supervision
- Opportunities for training and development to develop as a practitioner and a manager
- Opportunities to practice creatively
- The chance to work as part of an exciting, developing service and make a real difference to the lives and life chances of children and families in Monmouthshire

**What else you need to know.....Monmouthshire Values are:**

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

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

## Person Specification

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

<b>REQUIREMENTS</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>HOW TESTED</b>
<b>1. EDUCATION/QUALIFICATION</b>		
<ul style="list-style-type: none"> <li>• Full Member of relevant accrediting body</li> <li>• Degree/PG Diploma level qualification or equivalent experience in a related discipline</li> <li>• Knowledge of DDP, Theraplay or Filial Therapy</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application form</p> <p>Application form</p> <p>Application form</p>
<b>2. SKILLS AND ABILITIES</b>		
<ul style="list-style-type: none"> <li>• Able to demonstrate direct work skills with children, families and carers</li> <li>• Excellent verbal and written communication skills</li> <li>• A value base which formulates and understands children's emotional wellbeing in the context of their environment and experiences</li> <li>• Ability to prioritise and to work effectively on own initiative as well as within a team</li> <li>• Organisational skills including recording skills and use of I.T.</li> <li>• Commitment to personal and professional development</li> <li>• Enthusiastic, approachable and helpful</li> <li>• Innovative and flexible in approach and working hours (out of school provision and times)</li> <li>• Demonstrate commitment to equal opportunities practice and policy</li> <li>• Clear professional and</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>





<p>clinical boundaries within the multidisciplinary team</p> <ul style="list-style-type: none"> <li>• Current full driving license and access to a car</li> <li>• Ability to deliver a service through the medium of Welsh</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Application Form</p>
<b>3. KNOWLEDGE</b>		
<ul style="list-style-type: none"> <li>• A working knowledge of child development and protection theories, including attachment theory</li> <li>• A working knowledge of the needs of Looked After Children/Children in Need of Care and Support Plans/children in the Child Protection system</li> <li>• Understanding of the complexity of abuse and neglect and the impact on children, young people and families</li> <li>• Knowledge and application of confidentiality legislation within a therapeutic setting</li> <li>• Knowledge/and or experience of working with parent and child</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p>
<b>4. EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• Significant experience of working with children and young people in multi-disciplinary context to help effect positive change based on the issues raised by children and young people</li> <li>• Significant post-qualifying experience of working with children and young people who have suffered trauma</li> <li>• Experience of undertaking assessment and treatment of children and their families and carers</li> <li>• Significant experience of working in multi-agency settings</li> <li>• Experience of planning and delivering group therapy for children and young people</li> <li>• Experience of evaluating and auditing work and using this information to learn and adapt work accordingly.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form /Interview</p>
<b>5. EQUAL OPPORTUNITIES</b>		



<ul style="list-style-type: none"><li>Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training</li></ul>	Essential	Interview
<b>6. SPECIAL CIRCUMSTANCES</b>		
<ul style="list-style-type: none"><li>Able to be independently mobile within a geographical area.</li></ul> <p>Appointment to this post will be subject to an <b>Enhanced</b> Disclosure Check with the Criminal Records Bureau</p>	Essential	Application Form

**Should you require any further information regarding this post, please contact:  
Donna Benson, Creative Therapies Lead  
Tel: 07890 033427**

**Closing Date: 12 Noon on Friday 1st October, 2021**

## WELSH LANGUAGE SKILLS FRAMEWORK

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

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

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

**LEVEL 5**

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

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



## Dewch i ymuno gyda'r tîm!

### HYSBYSEB SWYDD

**TEITL Y RÔL:** Therapydd Chwarae

DROS DRO: (Contract Cyfnod Penodol)

### TESTUN YR HYSBYSEB:

**Cyfle cyffrous i ymuno gyda'n Tîm Therapiau Creadigol sydd yn ehangu lle y byddwch yn darparu Therapiau Creadigol ac ymyriadau therapiwtig sy'n seiliedig ar chwarae i blant a'u teuluoedd.**

**RHIF ADNABOD Y SWYDD:** LYW015

**LLEOLIAD:** Brynbuga - gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

**GRADD:** BAND HSCP 27 £31,346 - SCP 31 £34,728  
Pro Rata

**ORIAU:** 18.5 awr yr Wythnos

**DROS DRO:** Ydy - Contract Cyfnod Penodol

### GWIRIAD GAN Y GWASANAETH

**DATGELU A GWAHARDD:** Mae angen gwiriad (Gwiriad gan y Gwasanaeth Datgelu a Gwahardd)

**DYDDIAD CAU:** 12pm ar ddydd Gwener 1af Hydref, 2021

#### 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/jobs-employment/>

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 RÔL

**TEITL Y RÔL:** Therapydd Chwarae

DROS DRO: Contract Cyfnod Penodol

**RHIF ADNABOD Y SWYDD:** LYW015

**GRADD:** BAND H SCP 27 £31,346 - SCP 31 £34,728 Pro Rata

**ORIAU:** 18.5 awr yr Wythnos

**PATRWM GWAITH** Dydd Llun i ddydd Gwener yn unol ag anghenion y gwasanaeth

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

### **GWIRIAD GWASANAETH DATGELU A GWAHARDD (GDG)**

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

Gwiriad Manwl gyda Gwiriad Rhestr Gwahardd Gweithio gyda Phlant

**YN ATEBOL I: Donna Benson, Arweinydd Therapiau Creadigol**

### **ASESIAD Y GYMRAEG:**

Sgiliau yn y Gymraeg yn ddymunol

### **Gwasanaeth Cymorth i Deuluoedd**

**Pwy ydym ni?** Mae'r Gwasanaeth Cymorth i Deuluoedd yn darparu ac yn hwyluso gwasanaethau ataliol a/neu ymyrraeth gynnar a chymorth i blant, pobl ifanc a theuluoedd er mwyn lleihau eu hangen am gymorth gan wasanaethau statudol. Mae'r tîm yn cynnwys Therapyddion Teulu, Therapyddion Chwarae, Cwnselwyr sydd yn yr ysgol a gweithwyr therapiwtig uniongyrchol. Mae'r Tîm Therapiau Creadigol yn darparu Therapi Chwarae yn darparu Therapi Teulu, Therapi Chwarae ac ymyriadau therapiwtig eraill sydd yn seiliedig ar chwarae, a hynny i blant oedran ysgol gynradd a'u teuluoedd.

### **DIOGELU:**

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

**Ein Diben:-**

Mae'r tîm yn darparu ac yn hwyluso gwasanaethau ataliol a/neu ymyrraeth gynnar a chymorth i blant, pobl ifanc a theuluoedd er mwyn lleihau eu hangen am gymorth gan wasanaethau statudol.

**Pwrpas y rôl:-**

- Yn darparu Therapi Celf Creadigol i blant, sydd wedi cael eu hatgyfeirio am gymorth gyda'u hiechyd a'u lles emosiynol neu sydd wedi dioddef trawma oherwydd camdriniaeth neu esgeulustod. Byddwch yn gweithio gyda'n hysgolion cynradd amrywiol ar draws Sir Fynwy er mwyn sicrhau bod plant yn cael mynediad at y lefelau mwyaf priodol o gymorth therapiwtig
- Yn hyblyg yn eich dull o weithio gyda phlant a theuluoedd, tra hefyd yn gweithio o fewn eich Fframwaith Moesegol eich hun.
- Yn caniatáu plant a phobl ifanc i wneud synnwyr o'u profiadau, er mwyn mynegi eu teimladau a'n gofalu am eu diogelwch corfforol ac emosiynol mewn amgylchedd therapiwtig.
- Yn cefnogi rhieni, gofalwyr a gweithwyr proffesiynol i ddeall a gallu diwallu anghenion y cleientiaid hyn yn well, lle maent wedi cael eu hatgyfeirio am gymorth gyda'u hiechyd a'u lles emosiynol neu sydd wedi profi trawma, camdriniaeth neu esgeulustod.

**Disgwyliadau a Chanlyniadau'r Rôl:**

Bydd disgwyl i chi ddelio â llwyth achosion a darparu Therapi Creadigol i bobl sy'n cael eu hatgyfeirio i'r gwasanaeth. Mae'r rôl hon yn ddelfrydol ar gyfer Therapydd Chwarae neu Therapydd Celf Creadigol. Fodd bynnag, dylai Arbenigwyr Chwarae Therapiwtig a Chwnselwyr sydd â phrofiad o weithio gyda phlant yng Nghyfnod Allweddol 2 wneud cais hefyd. Dyma gyfle gwych i weithio o fewn amryw o ddulliau, gan sicrhau bod y lefel briodol o gymorth therapiwtig yn cael ei ddarparu i'r plant a'u teuluoedd. Yn ogystal, bydd disgwyl i chi gefnogi rhieni, gofalwyr a gweithwyr proffesiynol i ddeall anghenion y bobl ifanc ar eich llwyth achosion yn well. Bydd disgwyl i chi hefyd gynnal asesiadau trylwyr a chynhyrchu adroddiadau sy'n dod i ben.

**Bydd eich cyfrifoldebau yn cynnwys:-**

- Darparu sesiynau therapi unigol a gwaith grŵp i blant a phobl ifanc sy'n wynebu heriau, gan sicrhau eu diogelwch corfforol ac emosiynol.
- Eu galluogi i wneud synnwyr o'u profiadau, mynegi eu teimladau a datblygu mwy o gydnerthedd emosiynol mewn amgylchedd diogel, therapiwtig.
- Cynllunio a chyflwyno grwpiau therapi o fewn dull aml-foddol o ymdrin â phlant 6-11 oed.



- Pan fo angen, bod yn gyfrifol am ddarparu gwaith ar y cyd i rieni/gofalwyr, mewn perthynas ag anghenion y plant, gallu rhianta, a chadw gwaith diogel sy'n helpu rhieni ddatblygu strategaethau er mwyn sicrhau bod eu plant yn ddiogel rhag niwed.

### **Bydd disgwyl i chi:**

- Cwblhau Holiadur Cryfderau ac Anawsterau Arbenigol ac asesiad Therapi ar y cyd â'r plentyn, y rhiant/gofalwr, y gweithiwr cymdeithasol, yr ysgol ac iechyd er mwyn asesu addasrwydd ac angen.
- I sicrhau bod yr holl ofynion cyfreithiol, cofrestru a chysylltiad perthnasol yn gyfoes, i lynu at Godau Ymarfer ac ennill 30 awr o DPP (Datblygiad Proffesiynol Parhaus) bob blwyddyn gan gynnwys diweddariadau rheolaidd ynghylch Gweithdrefnau Diogelu Plant.
- Os oes angen, mynychu a chyfrannu at gynadleddau achos, cyfarfodydd grŵp craidd a chyfarfodydd proffesiynol perthnasol eraill.
- Llunio adroddiadau ysgrifenedig yn ôl y gofyn.
- Cyfrannu at gasglu, coladu a dadansoddi data perfformiad a pharatoi adroddiadau mewnol ac allanol sy'n ofynnol at ddibenion monitro yn ôl y gofyn a gwerthuso ac archwilio'r ansawdd a'r canlyniadau a gyflawnwyd a defnyddio'r wybodaeth hon i ddysgu ac addasu gwaith yn unol â hynny.
- Rhoi gwybod am bryderon, gan gynnwys pryderon amddiffyn plant, sy'n ymwneud â phlant a theuluoedd unigol yn ôl yr angen ac wrth iddynt godi, a chysylltu'n briodol â phartneriaid.
- Sicrhau cyfranogiad ac ymrwymiad plant a phobl ifanc wrth ddylunio, cynllunio, darparu a monitro gwasanaethau.
- Gweithio gyda'r teulu a helpu i ddatblygu'r gwasanaethau presennol i blant, eu teuluoedd a'u gofalwyr a helpu i lunio gwasanaethau yn y dyfodol.
- Cychwyn a datblygu perthynas waith effeithiol gyda phlant, pobl ifanc a'u teuluoedd.
- Cychwyn a datblygu perthynas waith effeithiol gydag asiantaethau partner.

- Datblygu eich sgiliau proffesiynol eich hun drwy sesiynau goruchwyllo a thrwy ymgymryd â hyfforddiant a datblygiad priodol.
- Cynnal ymwybyddiaeth o newidiadau mewn deddfwriaeth, polisïau ac arferion cysylltiedig a gweithredu'r rhain o fewn eu harfer proffesiynol eu hunain.
- Cadw cofnodion cywir a diweddar.
- Gweithio mewn ffordd hyblyg, os bydd yr angen yn codi, fel bod tasgau, nad ydynt wedi'u cynnwys yn benodol yn y disgrifiad swydd, yn cael eu cyflawni
- Bod yn hyblyg o ran ymagwedd ac oriau gwaith i ddiwallu anghenion y gwasanaeth.
- Sicrhau bod yr holl weithgareddau'n cael eu cynnal yn unol â Pholisi Iechyd a Diogelwch y Cyngor a lle bo angen cynhelir Aseidiadau Risg.
- Cyflawni unrhyw ddyletswyddau a chyfrifoldebau sy'n ofynnol o dan Ddeddfau Diogelu Data 1984 a 1998, yn arbennig i gymryd gofal rhesymol nad oes colled anawdurdodedig neu ddatgelu data personol yn digwydd.
- Gweithio ar y cyd â'r Swyddog Dynodedig ar gyfer Diogelu/Amddiffyn Plant yn y modd canlynol: Sicrhau bod yr holl staff yn ymwybodol o bolisi Cyngor Sir Fynwy ar Ddiogelu ac Amddiffyn Plant a bod yr holl bolisiâu ac arferion yn unol â Gweithdrefnau Amddiffyn Plant Cymru Gyfan. Yn gwneud atgyfeiriadau i'r Gwasanaethau Plant os bydd datgeliad a / neu bryder bod plentyn/person ifanc 'angen gofal a chymorth' neu mewn perygl o niwed sylweddol. Cynnal dogfennau cywir, cyfrinachol a chyfredol ar bob achos o ddiogelu ac amddiffyn plant

#### **Dyma'r hyn y mae modd i ni ddarparu i chi:-**

- Cymorth a goruchwyliaeth o ansawdd uchel
- Cyfleoedd i hyfforddi a datblygu er mwyn i chi ddatblygu fel ymarferydd a rheolwr
- Cyfleoedd i ymarfer yn greadigol
- Y cyfle i weithio fel rhan o wasanaeth cyffrous sy'n datblygu, a gwneud gwahaniaeth gwirioneddol i fywydau a chyfle bywyd plant a theuluoedd yn Sir Fynwy

#### **Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.



**Tegwch:** Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.

**Hyblygrwydd:** Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.

**Gwaith tîm:** Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

### **Yn ychwanegol at hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.



**Manyleb Person**

**Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-**

<b>GOFYNION</b>	<b>HANFODOL / DYMUNOL</b>	<b>SUT Y PROFIR</b>
<b>1. ADDYSG / CYMWYSTERAU/</b>		
<ul style="list-style-type: none"> <li>• Aelod llawn o'r corff achredu perthnasol</li> <li>• Cymhwyster lefel Diploma Gradd/PG neu brofiad cyfatebol mewn disgyblaeth gysylltiedig</li> <li>• Gwybodaeth am DDP, Theraplay neu Therapi Mabol</li> </ul>	<p>Hanfodol</p> <p>Hanfodol</p> <p>Dymunol</p>	<p>Ffurflen gais</p> <p>Ffurflen gais</p> <p>Ffurflen gais</p>
<b>2. SGILIAU A RHINWEDDAU</b>		
<ul style="list-style-type: none"> <li>• Yn gallu dangos sgiliau gwaith uniongyrchol gyda phlant, teuluoedd a gofalwyr</li> <li>• Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol</li> <li>• Sylfaen o werthoedd sy'n llunio ac yn deall lles emosiynol plant yng nghyd-destun eu hamgylchedd a'u profiadau</li> <li>• Y gallu i flaenoriaethu a gweithio'n effeithiol ar eich menter eich hun yn ogystal ag o fewn tîm</li> <li>• Sgiliau trefnu gan gynnwys cofnodi sgiliau a defnyddio TG.</li> <li>• Ymrwymiad i ddatblygiad personol a phroffesiynol</li> <li>• Brwdfrydig, hawdd mynd atynt a chymwynasgar</li> <li>• Arloesol a hyblyg o ran dull gweithredu ac oriau gwaith (darpariaeth ac amseroedd y tu allan i'r ysgol)</li> <li>• Dangos ymrwymiad i egwyddorion ac arferion cyfle cyfartal.</li> </ul>	<p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p>	<p>Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Ffurflen Gais</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p>



<ul style="list-style-type: none"> <li>• Ffiniau proffesiynol a chlinigol clir o fewn y tîm amlddisgyblaethol</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Trwydded yrru ddilys lawn a mynediad at gar</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Y gallu i ddarparu gwasanaeth drwy gyfrwng y Gymraeg</li> </ul>	Dymunol	Ffurflen Gais
<b>3. GWYBODAETH</b>		
<ul style="list-style-type: none"> <li>• Gwybodaeth ymarferol am ddamcaniaethau datblygiad ac amddiffyn plant, gan gynnwys theori ymlyniad</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Gwybodaeth ymarferol am anghenion Plant sy'n Derbyn Gofal/Plant mewn Angen Cynlluniau Gofal a Chymorth/plant yn y system Amddiffyn Plant</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Dealltwriaeth o gymhlethdod camdriniaeth ac esgeulustod a'r effaith ar blant, pobl ifanc a theuluoedd</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Gwybodaeth a chymhwyso deddfwriaeth cyfrinachedd o fewn lleoliad therapiwtig</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Gwybodaeth/a/neu brofiad o weithio gyda rhiant a phlentyn</li> </ul>	Hanfodol	Ffurflen Gais
<b>4. PROFIAD</b>		
<ul style="list-style-type: none"> <li>• Profiad sylweddol o weithio gyda phlant a phobl ifanc mewn cyddestun amlddisgyblaethol i helpu i sicrhau newid cadarnhaol yn seiliedig ar y materion a godwyd gan blant a phobl ifanc</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Profiad ôl-gymhwyso sylweddol o weithio gyda phlant a phobl ifanc sydd wedi dioddef trawma</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Profiad o gynnal asesiad a thriniaeth o blant a'u teuluoedd a'u gofawyr</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Profiad sylweddol o weithio mewn lleoliadau amlasiantaethol</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Profiad o gynllunio a darparu therapi grŵp i blant a phobl ifanc</li> </ul>	Dymunol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Profiad o werthuso ac archwilio gwaith a defnyddio'r wybodaeth hon i ddysgu ac addasu gwaith yn unol â hynny</li> </ul>	Hanfodol	Ffurflen Gais /Cyfweliad
<b>5. CYFLE CYFARTAL</b>		
<ul style="list-style-type: none"> <li>• Parodrwydd i gydymffurfio â Pholisi Cyfle Cyfartal y Cyngor, gan gynnwys ymgymryd â hyfforddiant ymwybyddiaeth cydraddoldeb</li> </ul>	Hanfodol	Cyfweliad



priodol		
<b>6. AMGYLCHIADAU ARBENNIG</b>		
<ul style="list-style-type: none"><li>Y gallu i fod yn symudol annibynnol o fewn ardal ddaearyddol.</li></ul> <p>Mae penodiad i'r swydd hon yn destun Gwiriad Datgeliad <b>Manwl</b> gyda'r Swyddfa Cofnodion Troseddol.</p>	Hanfodol	Ffurflen Gais

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

**Donna Benson, Arweinydd Therapïau Creadigol  
Rhif Ffôn: 07890 033427**

**Dyddiad Cau: 12pm ar ddydd Gwener, 1af Hydref, 2021**

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

**LEFEL 2**

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

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

**LEFEL 3**

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

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



➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

#### 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
➤ 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"> <li>➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith.</li> <li>➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen.</li> <li>➤ Gall ddadlau dros ac yn erbyn achos penodol.</li> <li>➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion.</li> <li>➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur.</li> <li>➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol.</li> </ul>	➤ 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 chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.*

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