

Come and join the team!

ADVERT

- ROLE TITLE:** Higher Level Teaching Assistant
- ADVERT TEXT:** Monmouthshire Specialist Teaching Service (MoSTS), previously known as the Specific Learning Difficulties (SpLD) Service, is a well established service undergoing an exciting time of change. We are seeking an enthusiastic practitioner to join our friendly and supportive team of Specialist Teachers and HLTAs to support schools and pupils, with a particular focus on those with literacy difficulties/ SpLD.
- POST ID:** LLSIS082
- LOCATION:** County Hall, The Rhadyr, Usk, NP15 1GA. This role requires successful candidates to travel between school and LA sites in Monmouthshire to undertake their roles.
- GRADE:** Band F SCP 19 – 23
- SALARY:** £25,481 - £27,741 pro rata, per annum
- HOURS:** 32.5 hours per week, 39 weeks per year, term time only.
Full-Time and Part-Time options available
- TEMPORARY:** No
- DBS CHECK:** Yes (Disclosure & Barring Service Check)
- CLOSING DATE:** 12 noon on Monday 31st January 2022
- Interviews are planned for Thursday 10th February 2022

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: Higher Level Teaching Assistant
PERMANENT

POST ID: LLSIS082

GRADE: Band F SCP 19 - 23

HOURS: 32.5 hours per week, 39 weeks per year, term time only. Full-Time and Part-Time options available

WORK PATTERN: the work pattern expected for full time is 32.5 hours, Monday to Friday 8:30am to 3.30pm.

LOCATION: County Hall, The Rhadyr, Usk, NP15 1GA, 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):

- (a) Enhanced with Children Barred List Check

RESPONSIBLE TO: Principal Educational Psychologist/s

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable.

Monmouthshire Specialist Teaching Service (MoSTS) , previously known as the Specific Learning Difficulties (SpLD) Service, is a well established service offering specialist support to schools with a particular focus on pupils with literacy difficulties/ SpLD.

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 aim of the MoSTS is to promote inclusion and ensure all children have the best start in life, with a particular focus on children experiencing literacy difficulties/Specific Learning Difficulties.

The Purpose of this Role:-

Monmouthshire Specialist Teaching Service (MoSTS), previously known as the Specific Learning Difficulties (SpLD) Service, is a well established service. The MoSTS is now led by the joint Principal Educational Psychologist/s and Wellbeing Lead/s for Monmouthshire, and is undergoing an exciting time of change in response to factors including a change of leadership and the implementation of the Additional Learning Needs and Education Tribunal (Wales) Act 2018 (ALN Act).

We are seeking an enthusiastic practitioner to join our friendly and supportive team of Specialist Teachers and HLTAs. We are looking for an HLTA to support schools to develop their capacity to support pupils with literacy difficulties/ SpLD, and to work directly with pupils, in particular those with literacy difficulties/ SpLD.

The role includes promoting positive school experience and supporting schools to develop good practice in relation to meeting the needs of children and young people experiencing literacy difficulties/Specific Learning Difficulties (SpLD). The role of the HLTA will involve planning, preparation and delivery of learning programmes and intervention, as well as monitoring through assessment, recording and reporting on pupil's achievements, progress and development.

Applications are sought from innovative, enthusiastic HLTA's who have a commitment to inclusive practice and a good understanding of additional learning needs, specifically in the area of literacy difficulties/ SpLD.

Expectation and Outcomes of this Role:-

You will be expected to work with the Specialist Teachers, taking responsibility for agreed activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities and intervention for individuals or small groups of pupils, as well as monitoring pupils' progress and development through processes of assessing, recording and reporting.

You will be expected to support schools to develop good practice and build capacity to meet the needs of pupils with literacy difficulties/SpLD, which will include participating in the development, and delivery of training and support, in areas such as assessment and intervention for pupils with literacy difficulties/ SpLD. You will also be expected to advise school staff regarding approaches to use with pupils identified as experiencing literacy difficulties /SpLD.

Your responsibilities are to:-

- Work with the Specialist Teachers to plan learning programmes for identified pupils to support the learning needs of individuals or small groups with regards to literacy difficulties/SpLD.
- Develop and implement appropriate targets for individual pupils, drawing on advice and support from Specialist Teachers.
- Deliver, and support school based staff in delivering, programmes of learning activities and intervention to identified pupils.
- Monitor and evaluate pupils' responses to learning interventions through recording of achievement against pre-determined targets.
- Provide accurate feedback and reports as required on pupil achievement and progress, ensuring the availability of appropriate evidence.
- Utilise current knowledge of learning programmes to support the learning of pupils/groups (e.g. national/local programmes, literacy, numeracy).
- Utilise a range of learning data to identify, chart the progress of and evaluate pupil achievement.
- Plan lessons, resources and adapt as necessary to support learning of pupils/groups.
- Assess and evaluate pupils'/groups work to plan the next steps in learning.
- Record, maintain and update information on pupil progress, response to intervention and achievement using agreed reporting and recording systems.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural background.
- Advise on appropriate deployment and use of specialist resources and equipment.
- Provide a secure, challenging and motivating environment for all pupils.
- Establish constructive relationships with school staff and other agencies/professionals to ensure good communication that will support understanding of needs, recommended provision and progress for pupils.
- Promote the inclusion of all pupils and highlight the understanding of approaches that enhance and improve pupil's engagement and success with developing literacy within the classroom environment.
- Work in a person centred manner.
- Support the role of parents/ carers in pupils' learning and contribute to reviews and meetings with parents/carers as appropriate and guided by the Specialist Teachers, to provide constructive feedback on pupil progress and achievement.
- Work in line with the ALN Act 2018 and Additional Learning Needs Code for Wales 2021.
- Participate in training, learning activities and performance development as required.
- Comply with expectations with regards to security, confidentiality and data protection, reporting concerns appropriately as necessary.
- Fully understand and adhere to the following:

Safeguarding and Child and Adult Protection 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. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

Here's what we can provide you with:-

- Opportunities to work alongside a friendly, supportive team of Specialist Teachers, HLTAs and Educational Psychologists.
- Supervision, continued professional development to address individual and service development needs and to develop areas of specialist interest.
- Good ICT facilities including Internet, telephone and e-mail access via a laptop allowing an agile approach to working.
- Flexible and remote working arrangements that actively support MoSTS members to optimise work schedules and encourage a healthy work/life balance.
- A corporate programme of induction and training.
- Casual car user status and access to a car leasing scheme.
- The opportunity to work in an attractive, mostly rural setting with good road links to other parts of the country.

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:-

Experience

- Experience of working with children identified as having literacy difficulties/ specific learning difficulty in a school setting.
- Experience of working with pupils/ small groups with additional learning needs within a school setting.

Qualifications/Professional Development

- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.
- Excellent numeracy/literacy skills - equivalent to NVQ Level 2 in English and Maths.
- Specialist skills/interest/training in curriculum or learning area, e.g. Literacy/SpLD, ICT.

Knowledge/Skills

- Effective use of ICT to support learning.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of the Welsh Curriculum particularly at the primary level. .
- An understanding of current legislation changes regarding ALN in Wales.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Excellent communication skills.
- Ability to relate sensitively and effectively to others, including pupils, parent/carers and school staff.
- A high level of personal organisation and effectiveness.
- Ability to work independently and effectively.
- Ability to respond flexibly and to adapt to challenging and changing work situations.
- Commitment to learning and continuing professional development to update skills.
- Commitment and ability to work collaboratively as part of a team in a transparent and open manner.
- Ability to demonstrate a commitment to equal opportunities principles and practice.

- Appointment to this post will be subject to receipt of two suitable written references and Monmouthshire County Council Enhanced Disclosure Check with the Disclosure & Barring Service.
- A current driving licence and use of a car with appropriate business insurance.
- **Welsh language skills are desirable.** You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

Should you require any further information regarding this post, please contact: Dr Lucie Doyle (Principal Educational Psychologist) or Dr Morwenna Wagstaff (Principal Educational Psychologist). Tel: 01633 644032 or 01633 644011. Email: luciedoyle@monmouthshire.gov.uk or morwennawagstaff@monmouthshire.gov.uk

Closing Date: 12 noon on Monday 31st January 2022

Interviews are planned for Thursday 10th February 2022

WELSH LANGUAGE SKILLS FRAMEWORK

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

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

LEVEL 4

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

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

LEVEL 5

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

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



Dewch i ymuno gyda'r tîm!

HYSBYSEB SWYDD

TEITL Y RÔL: Cynorthwydd Dysgu Lefel Uwch

COPI AR GYFER YR HYSBYSEB:

Mae Gwasanaeth Addysgu Arbenigol Sir Fynwy (GAASF), a adnabwyd gynt fel y Gwasanaeth Trafferthion Dysgu Penodol (GTDP), yn wasanaeth sydd wedi ei Sefydlu ers tro ac yn mynd drwy gyfnod cyffrous o newid. Rydym yn chwilio am ymarferydd brwdfrydig i ymuno gyda'n tîm cyfeillgar a chefnogol o Athrawon Arbenigol a Chynorthwywyr Dysgu Lefel Uwch er mwyn cefnogi ysgolion a disgyblion, gyda ffocws penodol ar y rhai sydd â thrafferthion llythrennedd / Anawsterau Dysgu Penodol.

RHIF ADNABOD Y SWYDD: LLSIS082

LLEOLIAD: Neuadd y Sir, Y Rhadyr, Brynbuga, NP15 1GA. 3.
Mae'n hanfodol bod yr ymgeiswyr llwyddiannus yn medru teithio rhwng ysgolion a safleoedd yr Awdurdod Lleol Sir Fynwy i ymgymryd â'u rolau.

GRADD: Band F SCP 19 – 23

CYFLOG: £25,481 - £27,741 pro rata, y flwyddyn

ORIAU: 32.5 awr yr wythnos, 39 wythnos y flwyddyn, term ysgol yn unig.
Opsionau Llawn Amser a Rhan Amser ar gael

DROS DRO: Na

GWIRIAD GAN Y GWASANAETH

DATGELU A GWAHARDD: Mae angen gwiriad (Gwasanaeth Datgelu a Gwahardd)

DYDDIAD CAU: 12pm ar ddydd Llun, 31ain Ionawr 2022
Cyfweiliadau i'w cynnal ar ddydd Iau, 10fed Chwefror 2022

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: Cynorthwydd Dysgu Lefel Uwch
PARHAOL

RHIF ADNABOD Y SWYDD: LLSIS082

GRADD: Band F SCP 19 – 23

ORIAU: 32.5 awr yr wythnos, 39 wythnos y flwyddyn, term ysgol yn unig. Opsynau Llawn Amser a Rhan Amser ar gael.

PATRWM GWAITH Y patrwm gwaith a ddisgwylir ar gyfer y rôl llawn amser yw 32.5 awr, Dydd Llun i Ddydd Gwener 8:30am - 3.30pm.

LLEOLIAD: Neuadd y Sir, Y Rhadyr, Brynbuga, NP15 1GA. Mae'r rôl angen i'r ymgeisydd llwyddiannus i yrru i ysgolion yn Sir Fynwy er mwyn ymgymryd â dyletswyddau'r rôl.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:

Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyd ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd:

(a)Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio gyda Phlant

YN ATEBOL I: Prif Seicolegydd/Seicolegwyr Addysg

ASESIAD O'R GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

Mae Gwasanaeth Addysgu Arbenigol Sir Fynwy (GAASF), a adnabuwyd gynt fel y

Gwasanaeth Trafferthion Dysgu Penodol (GTDP), yn wasanaeth sydd wedi ei

sefydlu ac yn cynnig cymorth arbenigol i ysgolion sydd â ffocws ar ddisgyblion sydd

â thrafferthion llythrennedd/ Anawsterau Dysgu Penodol.

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:-

Nod y GAASF yw hyrwyddo cynhwysiant a sicrhau bod yr holl blant yn cael y dechrau gorau mewn bywyd, gyda ffocws penodol ar blant sydd yn profi trafferthion llythrennedd/Trafferthion Dysgu Penodol.

Pwrpas y rôl:-

Mae Gwasanaeth Addysgu Arbenigol Sir Fynwy (GAASF), a adnabuwyd gynt fel y Gwasanaeth Trafferthion Dysgu Penodol (GTDP), yn wasanaeth sydd wedi ei sefydlu ers tro byd. Mae'r GAASF nawr yn cael ei arwain gan y Prif Seicolegydd/Seicolegwyr Addysgol a'r Arweinydd/Arweinwyr Llesiant ar gyfer Sir Fynwy, ac mae'n mynd drwy gyfnod o newid wrth ymateb i ffactorau sydd yn cynnwys newid arweinyddiaeth a gweithredu'r Ddeddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg (Cymru) 2018.

Rydym yn chwilio am ymarferydd brwdfrydig i ymuno gyda'n tîm cyfeillgar a chefnogol o Athrawon Arbenigol a Chynorthwywyr Dysgu Lefel Uwch. Rydym yn chwilio am Gynorthwydd Dysgu Lefel Uwch er mwyn cefnogi ysgolion i ddatblygu eu capasiti i gefnogi disgyblion sydd â thrafferthion llythrennedd ac Anawsterau Dysgu Penodol ac i weithio yn uniongyrchol gyda disgyblion, yn enwedig y sawl sydd â thrafferthion llythrennedd ac Anawsterau Dysgu Penodol.

Mae'r rôl yn cynnwys hyrwyddo profiad ysgol positif a chefnogi ysgolion i ddatblygu arferion da er mwyn diwallu anghenion plant a phobl ifanc sydd yn profi trafferthion llythrennedd ac Anawsterau Dysgu Penodol. Bydd rôl y Cynorthwydd Dysgu Lefel Uwch yn cynnwys paratoi a darparu rhaglenni ac ymyriadau dysgu ynghyd â monitro drwy gyfrwng asesiadau, cofnodi ac adrodd ar gyraeddiadau, cynnydd a datblygiad y disgyblion.

Rydym yn chwilio am geisiadau gan Gynorthwywyr Dysgu Lefel Uwch sydd yn arloesol a brwdfrydig sydd wedi ymrwymo i bractis cynhwysol a'n meddu ar

ddealltwriaeth dda o anghenion dysgu ychwanegol, yn benodol ym maes trafferthion llythrennedd ac Anawsterau Dysgu Penodol.

Disgwyliadau a Chanlyniadau'r Rôl:-

Bydd disgwyl i chi weithio gydag Athrawon Arbenigol, gan gymryd cyfrifoldebau am weithgareddau cytunedig o dan system gytunedig o oruchwyliaeth. Bydd hyn yn cynnwys cynllunio, paratoi a darparu gweithgareddau dysgu ac ymyriadau ar gyfer unigolion neu grwpiau bach o ddisgyblion, ynghyd â monitro cynnydd a datblygiad y disgyblion drwy'r broses o asesu, cofnodi ac adrodd.

Bydd disgwyl i chi gefnogi ysgolion i ddatblygu practis da ac adeiladu'r capasiti er mwyn diwallu anghenion y disgyblion sydd â thrafferthion llythrennedd ac Anawsterau Dysgu Penodol, a fydd yn cynnwys cymryd rhan yn datblygu ac yn darparu hyfforddiant a chymorth, mewn meysydd fel asesiadau ac ymyriadau i ddisgyblion â thrafferthion llythrennedd ac Anawsterau Dysgu Penodol. Bydd disgwyl i chi roi cyngor i staff yr ysgol ar y dulliau sydd i'w defnyddio ar gyfer disgyblion penodol sydd â thrafferthion llythrennedd ac Anawsterau Dysgu Penodol.

Bydd eich cyfrifoldebau yn cynnwys:-

- Gweithio ag Athrawon Arbenigol er mwyn cynllunio rhaglenni dysgu ar gyfer disgyblion penodol er mwyn cefnogi anghenion dysgu unigolion neu grwpiau bach sydd â thrafferthion llythrennedd ac Anawsterau Dysgu Penodol.
- Datblygu a gweithredu targedau priodol ar gyfer disgyblion unigol, yn manteisio ar gyngor a chymorth gan Athrawon Arbenigol.
- Darparu a chefnogi staff yn yr ysgol er mwyn eu helpu i ddarparu gweithgareddau dysgu ac ymyriadau ar gyfer pobl benodol.
- Monitro a gwerthuso ymatebion disgyblion i ymyriadau dysgu drwy gofnodi cyraeddiadau yn erbyn targedau sydd wedi eu gosod.
- Darparu adborth ac adroddiadau cywrain ar gyrhaeddiad a chynnydd disgyblion, gan sicrhau argaeledd y dystiolaeth briodol.
- Defnyddio gwybodaeth gyfredol am raglenni dysgu er mwyn cefnogi disgyblion/grwpiau (e.e. rhaglenni cenedlaethol./lleol, llythrennedd, rhifedd).
- Defnyddio ystod o ddata dysgu er mwyn adnabod, monitro cynnydd a gwerthuso cyraeddiadau disgyblion.
- Cynllunio gwersi ac addasu fel sydd angen er mwyn cefnogi'r disgyblion/grwpiau i ddysgu.
- Asesu a gwerthuso gwaith disgyblion/grwpiau er mwyn cynllunio'r camau nesaf o ran dysgu.
- Cofnodi, cynnal a diweddarau'r wybodaeth am gynnydd disgyblion, gan ymateb i ymyriadau a chyraeddiadau gan ddefnyddio systemau cofnodi.

- Yn defnyddio TGCh yn effeithiol er mwyn cefnogi gweithgareddau dysgu a'n datblygu cymhwysedd disgyblion a'u gallu i ddefnyddio yn annibynnol.
- Dethol a pharatoi'r adnoddau'r angenrheidiol er mwyn arwain gweithgareddau dysgu, yn ystyried buddiannau a chefnidir ieithyddol a diwylliannol y disgyblion.
- Rhoi cyngor ar sut i ddefnyddio adnoddau a chyfarpar arbenigol yn briodol.
- Yn cynnig awyrgylch diogel, heriol ac sydd yn ysgogi'r holl ddisgyblion.
- Yn sefydlu perthynas adeiladol gyda staff yr ysgol ac asiantaethau/gweithwyr proffesiynol eraill er mwyn sicrhau cyfathrebu da a fydd yn cefnogi anghenion, y ddarpariaeth a argymhellir a chynnydd ar gyfer y disgyblion.
- Hyrwyddo cynhwysiant yr holl ddisgyblion ac yn amlygu dealltwriaeth o'r dulliau sydd yn gwella sut y mae disgyblion yn ymgysylltu ac yn llwyddo i ddatblygu eu llythrennedd o fewn amgylchedd yr ystafell ddosbarth.
- Gweithio mewn ffordd sydd yn canoli ar y person.
- Cefnogi rôl rhieni/gofalwyr o ran sut y mae disgyblion yn dysgu ac yn cyfrannu at adolygiadau a chyfarfodydd gyda rhieni/gofalwyr ac yn cael eu llywio gan Athrawon Arbenigol, er mwyn darparu adborth adeiladol ar gynnydd a chyraeddiadau'r disgyblion.
- Gweithio'n unol gyda Deddf Anghenion Dysgu Ychwanegol 2018 a'r Cod Anghenion Dysgu Ychwanegol i Gymru 2021.
- Cymryd rhan mewn hyfforddiant, gweithgareddau dysgu a datblygu perfformiad fel sydd angen.
- Cydymffurfio gyda disgwyliau o ran diogelwch, cyfrinachedd, diogelu data, gan roi gwybod i'r person priodol fel sydd angen.
- Deall a chydymffurfio gyda'r canlynol:
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.

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

- Cyfleoedd i gydweithio gyda thîm cyfeillgar, cefnogol o Athrawon Arbenigol, Cynorthwyr Dysgu Lefel Uwch a Seicolegwyr Addysgol.
- Goruchwyliaeth, datblygiad proffesiynol parhaus er mwyn mynd i'r afael gyda gofynion unigol o'r gwasanaeth ac yn datblygu meysydd o ddiddordeb arbenigol.
- Cyfleusterau TGCh da gan gynnwys y rhyngwrdd, ffôn ac e-bost drwy gyfrwng gliniadur ac agwedd hyblyg at weithio.

- Trefniadau gweithio hyblyg ac o bell sydd yn cefnogi aelodau GAASF i weithio mor effeithlon ag sydd yn bosib tra'n hyrwyddo cydbwysedd o ran gwaith/bywyd.
- Rhaglen gorfforaethol o anwytho a hyfforddiant.
- Statws defnyddiwr car achlysurol a chynllun hurio car.
- Y cyfle i weithio mewn sir ddeniadol, wledig gan amlaf gyda chysylltiadau da o ran yr heolydd i rannau eraill o'r wlad.

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:-

Profiad

- Profiad o weithio gyda phlant penodol sydd â thrafferthion llythrennedd/trafferthion dysgu penodol mewn lleoliad ysgol.
- Profiad o weithio gyda phlant/grwpiau bach sydd ag anghenion dysgu ychwanegol mewn lleoliad ysgol.

Cymwysterau/Datblygiad Proffesiynol

- Yn cwrdd â'r safonau Cynorthwydd Dysgu Safon Uwch neu gymwysterau neu brofiad cyfatebol.
- Sgiliau llythrennedd/rhifedd ardderchog - yn cyfateb i Lefel 2 NVQ mewn Mathemateg a Saesneg.
- Sgiliau/hyfforddiant penodol o ran y cwricwlwm /maes dysgu e.e. Llythrennedd/ Anawsterau Dysgu Penodol, TGCh.

Gwybodaeth/Sgiliau

- Defnyddio TGCh er mwyn cefnogi dysgu.
- Gwybodaeth weithiol o'r polisïau/codau ymarfer/deddfwriaeth.
- Gwybodaeth weithiol a phrofiad o'r Cwricwlwm i Gymru ar lefel gynradd.
- Dealltwriaeth dda o'r newidiadau i ddeddfwriaeth gyfredol o ran Anghenion Dysgu Ychwanegol yng Nghymru.
- Dealltwriaeth dda o brosesau datblygu a dysgu plant.
- Dealltwriaeth o'r fframweithiau statudol sydd yn ymwneud ag addysgu.
- Sgiliau cyfathrebu ardderchog.
- Y gallu i uniaethu yn sensitif ac effeithiol ag eraill, gan gynnwys disgyblion, rhieni/gofalwyr a staff ysgol.
- Lefel uchel o sgiliau trefnu ac effeithiolrwydd.
- Y gallu i weithio'n hyblyg ac yn effeithiol.
- Y gallu i ymateb yn hyblyg ac addasu i sefyllfaoedd gwaith heriol ac sydd yn newid.
- Ymroddiad at ddysgu a datblygu proffesiynol parhaus er mwyn diweddarau eich sgiliau.
- Ymroddiad a'r gallu i weithio ag eraill fel rhan o dîm mewn modd agored a thryloyw.
- Y gallu i arddangos ymroddiad clir at egwyddorion a phraxis cyfle cyfartal

- Bydd apwyntiad i'r rôl hon yn ddibynnol ar dderbyn dau eirda ysgrifenedig addas a Gwiriad Datgeliad Estynedig Cyngor Sir Fynwy gyda'r Gwasanaeth Datgelu a Gwahardd.
- Mae'r gallu i deithio rhwng safleoedd yr Awdurdod Lleol ac ysgolion, o fewn amseroedd rhesymol, yn hanfodol i'r swydd hon. Bydd rhaid trefnu ysiwrannt busnes priodol i'ch car.
- **Y Gymraeg yn Ddymunol**
Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a gyllidir gan y Cyngor.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Dr Lucie Doyle (Prif Seicolegydd Addysgol) neu Dr Morwenna Wagstaff (Prif Seicolegydd Addysgol). Ffôn: 01633 644032 neu 01633 644011 e-bost: luciedoyle@monmouthshire.gov.uk neu morwennawagstaff@monmouthshire.gov.uk

Dyddiad Cau:

12pm ar ddydd Llun, 31ain Ionawr 2022

**Cyfweliadau i'w cynnal ar ddydd Iau, 10fed
Chwefror 2022**

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 unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad

LEFEL 3

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

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<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 sgwrsiau 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 gyddestun 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.



➤ 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

➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd.

SIARAD

➤ 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.

DARLLEN

➤ 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.

YSGRIFENNU

➤ 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

➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr.
 ➤ Gall ddeall amwysedd a naws iaith.

SIARAD

➤ 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.

DARLLEN

➤ 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.

YSGRIFENNU

➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig.
 ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen.
 ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.