

Come and join the team!

ADVERT

ROLE TITLE: Swimming Instructor Level 2

ADVERT TEXT:

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

POST ID: Abergavenny LALC007
Caldicot LCLC210
Chepstow LCHC210
Monmouth LMLC009

LOCATION: Abergavenny Leisure Centre
Caldicot Leisure Centre
Chepstow Leisure Centre
Monmouth Leisure Centre

GRADE: BAND E SCP 14-18 £23,484 - £25,419 (Pro Rata based on contracted hours)

HOURS: Various hours from 4.3 hours/month to 39 hours/month. This will be agreed with the successful candidate
Hours will typical will be weekday afternoons 16:00-18:00 and weekend mornings 09:00-11:00. However this may change based on the needs of the Service.

TEMPORARY: No

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE 12 Noon on Wednesday 28th September 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: **Swimming Instructor Level 2**
PERMANENT

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GRADE: BAND E SCP 14-18 £23,484 - £25,419 (Pro Rata based on contracted hours)

HOURS: Various hours from 4.3 hours/month to 39 hours/month. This will be agreed with the successful candidate

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

LOCATION: At an allocated preferred leisure centre which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

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

Enhanced with Children Barred List Check

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

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

Who are we?

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

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection

of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

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

The Purpose of this Role:-

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

Expectation and Outcomes of this Role:-

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

Your responsibilities are to:-

- Teach swimming lessons as part of the MonLife's Learn to Swim programme and follow the National Learn to Swim Framework.
- Maintain up-to-date attendance and progression records of learners through our swimming management system including regular feedback and the awarding of certificates.
- Proactively plan your lessons using the National Learn to Swim Framework and review your class delivery regularly to ensure that your lessons are fun, interesting, and motivating.
- Undertake continuous training, as a part of MonLife's Swimming Development Programme.
- Prepare equipment which you require prior to the start of the lesson and to store equipment away safely at the end of your teaching period.
- Deliver excellent customer service
- Promote the sport of swimming to all learners and parents who attend the Learn to Swim Programme.
- Engage with MonLife's Volunteer programme. To actively mentor, support and develop volunteers. To ensure that volunteers are used constructively to assist with the delivery of your lessons.
- Actively upskill and deliver in both MonLife's aquatics early years and skills Learn to Swim pathway.
- Engage with delivery of MonLife's aquatics Early years and Skills Learn to Swim pathways.
- Actively deliver both Club Swimming and Adult Learn to Swim frameworks.
- Be dressed smartly to portray a positive image of MonLife whilst wearing the uniform provided whilst on duty.
- Deliver your lessons in line with the Leisure Centre's Normal Operating Procedures and Emergency Action Plans and attend any necessary training sessions to maintain your skills.

- Participate actively in supporting the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunity Policy and to work within the safeguarding priorities at the Leisure Centre.
- Be responsible for the implementation and monitoring of health and safety at work in designated areas as laid down in the authority's Health and Safety Policy and Procedures.
- Undertake any other duties which may be required by Monmouthshire County Council that is compatible with the level and remit of this post.

Here's what we can provide you with:-

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

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

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

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

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



Person Specification

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

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

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

(I) Interview (A) Application

Welsh Desirable.

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

Swimming Development Officer - Mark Jones (Tel: 07741 475214) or the relevant Leisure Centre Manager;

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

Caldicot Leisure Centre Manager – Joe Killingley (Tel: 074952 777214)

Chepstow Leisure Centre Manager – Helen Dymond (Tel: 07775 012668)

Monmouth Leisure Centre Manager - Nicholas Butler (Tel: 07929 856594)

Closing Date: 12 Noon on Wednesday 28th September 2022

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1

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

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc, 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.

LEVEL 2

Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ 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

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

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

LEVEL 4

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

UNDERSTANDING	SPEAKING	READING	WRITING
<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: Hyfforddydd Nofio Lefel 2

GEIRIAD HYSBYSEB:

Rydym yn edrych am unigolion brwdfrydig, gyda cymhelliant a ffocws ar y cwsmeriaid i ymuno â thîm MonLife. Rhaid i chi fod yn gyfeillgar ac yn amyneddgar ac yn rhwydd i bobl fynd atoch gyda gallu i feithrin hyder, annog a chymell eich dysgwyr i ddatblygu sgiliau nofio, techneg a hyder yn y dŵr.

CYFEIRNOD SWYDD: Y Fenni LALC007
Cil-y-coed LCLC210
Cas-gwent LCH040
Trefynwy LMLC009

LLEOLIAD: Canolfan Hamdden Y-fenni
Canolfan Hamdden Cil-y-coed
Canolfan Hamdden Cas-gwent
Canolfan Hamdden Trefynwy

GRADD: BAND E SCP 14-18 £23,484 - £25,419 (pro rata yn seiliedig ar oriau contract).

ORIAU: Oriau amrywiol o 4.3 awr/mis i 39 awr/mis. Cytunir ar hyn gyda'r ymgeisydd llwyddiannus.
Fel arfer bydd yr oriau ar brynhawniau yn ystod yr wythnos 16:00 – 18:00 a bore ar y penwythnos 09:00-11:00. Fodd bynnag gall hyn newid yn seiliedig ar anghenion y Gwasanaeth.

DROS DRO: Na

GWIRIAD GAN Y GWASANAETH Oes (Gwiriad Gwasanaeth Datgelu a Gwahardd)
DATGELU A GWAHARDD:

DYDDIAD CAU: 12 canol dydd, dydd Mercher 28 Medi 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: Hyfforddydd Nofio Lefel 2
PARHAOL

RHIF ADNABOD Y SWYDD: Y Fenni LALC007

Cil-y-coed LCLC210

Cas-gwent LCHC210

Trefynwy LMLC009

GRADD: BAND E SCP 14-18 £23,484 - £25,419 (pro rata yn seiliedig ar oriau contract)

ORIAU: Oriau amrywiol o 4.3 awr/mis i 39 awr/mis. Cytunir ar hyn gyda'r ymgeisydd llwyddiannus.

PATRWM GWAITH Fel arfer bydd yr oriau ar brynhawniau yn ystod yr wythnos 16:00 – 18:00 a bore ar y penwythnos 09:00-11:00. Fodd bynnag gall hyn newid yn seiliedig ar anghenion y Gwasanaeth.

LLEOLIAD: Mewn canolfan hamdden ddethol a ddyrennir a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth adleoli. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:

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

Estynedig gyda Gwiriad Rhestr Gwahardd Gweithio gyda Phlant

YN ATEBOL I: Swyddog Datblygu Nofio a Rheolwr Canolfan Hamdden ar gyfer safonau a datblygu proffesiynol yn ogystal â Swyddogion Dyletswydd Canolfan Hamdden am reolaeth dydd i ddydd.

SGILIAU YN Y GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol.

Pwy ydym ni?

Mae MonLife yn rhan o Gyngor Sir Fynwy ac yn darparu gwasanaethau hamdden, addysg ieuentid ac awyr, seilwaith gwyrdd a chefn gwlad, twristiaeth, rheoli cyrchfannau, celfyddydau, amgueddfeydd ac atyniadau. Ei nod yw cyfoethogi bywydau pobl drwy gyfranogiad a gweithgaredd ac adeiladu lleoedd a chymunedau cryf a bywiog yn Sir Fynwy.

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:-

Hyrwyddo bywydau iachach a phrofiadau sy'n ysbrydoli a hyrwyddo bywiogrwydd Sir Fynwy fel lle gwydych i fod ynddo.

Pwrpas y rôl:-

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

Disgwyliadau a Chanlyniadau'r Rôl:-

Byddwch yn gweithio gyda'r rhaglen ddyfriol o fewn canolfan hamdden ac yn cynllunio a chyflwyno sesiynau yn defnyddio Fframwaith Dysgu i Nofio Cymru. Byddwch yn sicrhau y dilynir safonau diogelwch mewn sesiynau ac yn dynodi galluoedd dysgwyr a'u hannog i gyrraedd eu potensial llawn.

Bydd eich cyfrifoldebau yn cynnwys:-

- Addysgu gwersi nofio fel rhan o raglen Dysgu Nofio MonLife a dilyn fframwaith genedlaethol Dysgu Nofio.
- Cadw cofnodion cyfredol am bresenoldeb a dilyniant dysgwyr drwy ein system rheoli nofio yn cynnwys adborth rheolaidd a dyfarnu tystysgrifau.
- Cynllunio eich gwersi yn rhagweithiol yn defnyddio fframwaith genedlethol Dysgu Nofio ac adolygu eich darpariaeth dosbarth yn rheolaidd i sicrhau fod eich gwersi yn hwyliog, diddorol ac yn cymell.
- Dilyn hyfforddiant parhaus fel rhan o raglen Dysgu Nofio MonLife.
- Paratoi'r offer y byddwch eu hangen cyn dechrau'r wers a chadw offer yn ddiogel ar ddiwedd eich cyfnod addysgu.
- Darparu gwasanaeth rhagorol i gwsmeriaid.
- Hyrwyddo nofio i bob dysgwyr a rhieni sy'n mynychu'r rhaglen Dysgu Nofio.
- Gwisgo'n smart i roi delwedd gadarnhaol o MonLife tra byddwch yn gwisgo'r iwniform a ddarperir tra byddwch ar ddyletswydd.
- Cyflwyno eich gwersi yn unol â gweithdrefnau gweithredu arferol a chynlluniau gweithredu argyfwng a mynychu unrhyw sesiynau hyfforddiant i gynnal eich sgiliau.
- Cymryd rhan weithgar wrth gefnogi egwyddorion ac ymarfer cyfle cyfartal fel y nodir ym mholisi Cyfle Cyfartal y Cyngor a gweithio o fewn blaenoriaethau diogelu yn y Ganolfan Hamdden.
- Cyfrifol am weithredu a monitro iechyd a diogelwch yn y gwaith mewn ardaloedd dynodedig fel y nodir ym mholisi a gweithdrefnau lechyd a Diogelwch yr Awdurdod.
- Ymgymryd ag unrhyw ddyletswyddau eraill y gall Cyngor Sir Fynwy fod eu hangen sy'n cydnaws gyda lefel a chyrch gorchwyl y swydd.

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

- Gallwn gynnig diwylliant sy'n hyrwyddo cydweithio tîm ac yn meithrin cysylltiadau agos gyda'n partneriaid.

- Gwasanaeth uchel ei gymhelliant a brwdfrydig a gaiff ei yrru i gyflawni'r canlyniadau gorau ar gyfer y Cyngor a'i gymunedau lleol.
- Yn ein rhaglen Dysgu Nofio defnyddiwn system rheoli nofio gyda llechi electronig cludadwy i gofnodi presenoldeb a chyflawniadau dysgwyr.
- Cefnogwn hyfforddiant a datblygu mewnol a gweithredu adnoddau rhaglen Dysgu Nofio Nofio Cymru.
- Y cyfle i ddatblygu sgiliau Cymraeg.

Beth arall sydd angen i chi wybod.....Ein Gwerthoedd:

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwyliwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwyliwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltw'n gyda'n cymunedau.

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

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

Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

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

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

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:-

Maes	Hanfodol	Dymunol
Cymwysterau	<p>O leiaf gymhwyster ASA Lefel 2 Athrawon Nofio (A)</p> <p>Gweithio at gymhwyster perthnasol mewn addysgu Oedolion a Phlant (Ff G)</p> <p>Gweithio at gymhwyster addysgu polo dŵr (Ff G)</p> <p>Gweithio at gymhwyster hyfforddydd fin 2 fit (Ff G)</p> <p>Gweithio tuag at Gymhwyster Nofio Artistig (Ff G)</p>	<p>Dal cymhwyster cenedlaethol Gwarchodwr Bywyd Pwll (FF G)</p>
Gwybodaeth, sgiliau a chymwyseddau	<p>Gwybodaeth ymarferol o raglen Dysgu Nofio Cymru (Ff G, C)</p> <p>Gwybodaeth a dealltwriaeth o bolisiâu Amddiffyn Plant mewn amgylchedd pwll nofio (Ff G, C)</p> <p>Gallu i gyfathrebu'n effeithlon, yn llafar ac mewn ysgrifen gyda chydweithwyr a chwsmeriaid (C)</p> <p>Gallu i fod yn hyderus a phendant pan fo angen, eto'n hollol ymroddedig i egwyddorion gwasanaeth da i gwsmeriaid (C)</p> <p>Gallu i weithio gyda phobl ifanc o wahanol gefndiroedd a gyda phlant/oedolion gydag anghenoin penodol (C)</p> <p>Gallu i ddefnyddio ein system TG yn hyderus a defnyddio llechi athrawon drwy'r porth athrawon (Ff G, C)</p>	<p>Gwybodaeth o ganllawiau/safonau nofio (C)</p>
Profiadau	<p>Profiad o addysgu nofio mewn amgylchedd dyfrol (Ff G, C)</p>	<p>Gweithio gyda phobl gydag anabledd mewn</p>

	<p>Profiad wrth drefnu, cynllunio a chyflenwi sesiynau nofio wedi eu strwythuro ac addasu i wahanol alluoedd, anghenion ac oedrannau (Ff G, C)</p> <p>Cynnal safon uchel o wasanaeth cwsmeriaid (C)</p>	amgylchedd chwaraeon (C)
Nodweddion Personol	<p>Hunangymhelliant a phrydlon (C)</p> <p>Amynedd a dealltwriaeth tra'n gweithio gyda phob disgybl yn cynnwys plant/oedolion/grwpiau gydag anghenion penodol (C)</p> <p>Dangos lefelau uchel o broffesiynoldeb mewn ymddygiad a gwisg (C)</p> <p>Medru dangos ymrwymiad i ddatblygiad personol parhaus (C)</p>	
Arall	<p>Gallu i weithio oriau hyblyg (Ff G, C)</p> <p>Dealltwriaeth a dangos parodrwydd i hyrwyddo polisi cyfle cyfartal MonLife mewn modd cadarnhaol (Ff G, C)</p>	

(C) Cyfweiliad (Ff G) Ffureflen Gais

- **Y Gymraeg yn Ddymunol**

Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymraeg i staff a gyllidir gan y cyngor.

Os dymunwch gael mwy o wybodaeth am y swydd cysylltwch â:

Swyddog Datblygu Nofio – Mark Jones (Ffôn: 07741 475214)

Y-Fenni Rheolwr Canolfan Hamdden – Michelle Witch (Tel: 01633 644800)

Cil-y-coed Rheolwr Canolfan Hamdden – Joe Killingley (Tel: 074952 777214)

Cas-gwent Rheolwr Canolfan Hamdden – Helen Dymond (Tel: 07775 012668)

Trefynwy Rheolwr Canolfan Hamdden - Nicholas Butler (Tel: 07929 856594)

Dyddiad Cau: 12 canol dydd, dydd Mercher 28 Medi 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 sgysiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. 	<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	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

LEFEL 5

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