

## *Come and join the team!*

### ADVERT

**ROLE TITLE:** ALN Statutory Officer

**ADVERT TEXT:**

We are looking for an enthusiastic and experienced Statutory Officer to join our friendly and supportive team. You must have a thorough working knowledge of ALN legislation, processes and procedures and the ability to deal calmly and efficiently with schools, families and external agencies. The role would necessitate the use of a wide and diverse range of skills including adopting a person centred approach to the management of case work, the ability to use IT management systems and Excel spreadsheets. This challenging, yet very rewarding role, will provide you with the chance to work within a friendly, forward-looking Statutory Team during an exciting time of change.

**POST ID:** LLSIS32

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

**GRADE:** BAND I SCP 31 £37,261 – SCP 35 £41,496

**HOURS:** 37 hours p/wk

**TEMPORARY:** No

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

**CLOSING DATE:** 5pm 05/10/2023  
**Interviews likely to be held on:** TBC

**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:** ALN Statutory Officer  
PERMANENT

**POST ID:** LLSIS32

**GRADE:** BAND I SCP 31 £37,261 – SCP 35 £41,496

**HOURS:** 37 per week

**WORK PATTERN:** 37 hours a week Monday to Friday (7.4 hours per day)  
9 am until 5 pm (Mon-Thurs) Friday 9am to 4.30pm

**LOCATION:** County Hall, Usk, NP15 1GA with flexibility to work from home. This 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:** Principal Officer ALN

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable.

**Monmouthshire ALN Statutory Service, Children and Young People's Directorate.**

**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 ALN Statutory Service is responsible for overseeing the statutory ALN assessment process under the new ALN Code for Wales 2021 and for maintaining statements of special educational need under the previous SEN Code of Practice. Since September 2021, we have been implementing the reforms to the statutory system as outlined in the ALN and Educational Tribunal Act 2018. We work closely with schools, parents/carers and other agencies to provide a person centred service where children and young people are at the heart of everything we do.

**The Purpose of this Role:-**

- To carry out all relevant statutory duties relating to children and young people as described in the SEN Code of Practice for Wales and 1996 Education Act and the Additional Learning Needs (ALN) and Education Tribunal Act (Wales) 2018 and associated Code
- To co-ordinate the efficient assessment and planning for children and young people with ALN and to provide oversight and undertake casework for children and young people who require a statutory assessment
- To work closely with the local authority Educational Psychology Service, multi-disciplinary agencies, schools/settings and parents and carers
- To provide advice, support and training to schools and settings to ensure provision remains appropriate to meet the needs of children and young people.
- To support the priorities of the Council and implementation of wider local and national policies and plans in relation to Additional Learning Needs
- To support the development and implementation of ALN policies and strategies;
- To help implement the local authority's plans, strategies and initiatives particularly those which impact on children and young people with ALN
- To work effectively with other local authority officers and other statutory agencies to support the local authority in the implementation of its statutory duties and to raise standards
- To use positive inter-personal skills to communicate with schools, families and multiagency professionals

**Expectation and Outcomes of this Role:-**

- To support statutory assessment processes in line with Monmouthshire and Welsh Government's policies and procedures.
- To promote the use of person centred approaches to improve the outcomes of children and young people, and their families.
- To contribute towards devising and implementing systems, processes and policies relating to ALN reform.
- To develop skills and knowledge through participation in supervision and training as part of continuing professional development
- To work in a creative and flexible way to promote positive outcomes for children and young people.
- To represent the service in a range of local authority and multi-agency panels, development groups, forums and associated meetings, within and outside Monmouthshire in line with the development plan of the ALN Statutory Service.

**Your responsibilities are:-**

1. The casework management of individual children and young people undergoing statutory assessment including pupils in Early Years settings,

children who are looked after and young people in post -16 or further education.

2. To draft and amend statements of Special Educational Needs / LA IDPs. This will include the conversion process from statements of SEN into Individual Development Plans in line with Welsh Government guidance, amendments to statements/IDPs following review, amendment of statements/IDPs for transition and adoption of Education Health Care Plans (EHP) for children and young people transferring into the local authority.
3. To ensure that all statutory procedures are completed in line with statutory timelines.
4. To work closely with the Early Years Additional Learning Needs Lead Officer to develop and maintain Early Years IDPs and the Early Years ALN service to support transition of Nursery children into school.
5. To work closely with the Officer/Services responsible for children who are looked after and to support the process whereby IDPs will be incorporated into the personal educational plans (PEPs) that form part of a child or young person's care and support plan.
6. To work closely with partners ensuring the needs of children and young people are well met and that appropriate planning occurs to ensure planning relating to children and young people is undertaken at the most effective and critical times.
7. To liaise with other agencies and attend multi-agency case conferences/meetings as appropriate.
8. To ensure the progress of children and young people with Statements of Special Educational Need /IDPs is monitored and reviewed, through robust review processes.
9. To work collaboratively with schools and other settings to effectively plan transition for pupils between key phases of their education.
10. To contribute to and participate in local authority training for schools and ALNCoS and to contribute to the development and maintenance of the ALN Service webpage and on-line training.
11. To contribute to resolving conflicting viewpoints, and employing conflict resolution and mediation skills to reach a conclusion in the best interests of the child or young person. In particular managing complex issues where there are concerns about maintaining school placements.
12. To contribute to the preparation of information required for Special Educational Need Tribunals.
13. To assist the Principal Officer and administrative staff in the provision of relevant ALN data/statistics, including pupil progress and contribute to reports and statistical data for senior officers and Council.
14. To have oversight of ALN finances and budget and work closely with the ALN Service Administrator and CYP finance team with regard to monitoring this.
15. In conjunction with the Principal Officer, ALN Administrator and Finance Officer monitor and track devolved ALN funding to schools.

16. To collect and collate school's provision maps on an annual basis and analyse data provided to show impact of interventions used within the local authority and value for money.
17. To monitor and track progress of out of county and LAC pupils.
18. To procure and arrange placements for ALN pupils in independent and /or out of county placements.
19. To contribute to the quality assurance audit of independent / out of county provision.
20. To provide information to the Pupil Transport Unit with regard to ALN pupils' home to school transport.
21. To be a proactive member and provide information to LA Panels, SRB Network and regional statutory groups.
22. To participate in professionally relevant activities as directed by the line manager, including supervision and personal professional development.
23. To support and implement the principles and practice of equality of opportunity as laid down by the Local Authority's Equal Opportunities Policy.
24. To actively support and implement the Local Authority's health and safety and safeguarding policies and procedures.
25. To undertake other tasks and activities commensurate with the post and as might be reasonably required by the Principal Officer.

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

- Opportunities to work alongside a friendly, supportive team, working at an exciting time of change for the service
- Supervision, CPD and other opportunities to address individual and service development needs and to develop areas of specialist interest
- Opportunities for flexible and remote working arrangements that actively support a healthy work/life balance
- A corporate programme of induction and training
- The opportunity to develop Welsh language skills
- The opportunity to work in an attractive, mostly rural setting

**What else you need to know.....Monmouthshire's 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.

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:-**

### **1. Education/Qualifications/Knowledge**

| <b>Requirement</b>                                                                              | <b>Essential or Desirable</b> | <b>How Tested (S) used at Shortlisting</b> |
|-------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------|
| 1.1 Educated to degree standard or equivalent in a relevant discipline                          | D                             | Application Form (S)                       |
| 1.2 Have a working knowledge of Additional Learning Needs legislation, processes and procedures | E                             | Application Form                           |

### **2. Experience**

| <b>Requirement</b>                                                                          | <b>Essential or Desirable</b> | <b>How Tested (S) used at Shortlisting</b> |
|---------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------|
| 2.1 Experience of working in an Additional Learning Needs capacity or associated discipline | E                             | Application Form (S) /Interview            |
| 2.2 Have experience of working within the Local Authority or in a voluntary organisation    | D                             | Application Form /Interview                |

### **3. Aptitudes and Skills**

| <b>Requirement</b>                                                                                   | <b>Essential or Desirable</b> | <b>How Tested (S) used at Shortlisting</b> |
|------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------|
| 3.1 Excellent communication skills at all levels                                                     | E                             | Application Form / Interview               |
| 3.2 The ability to prioritise own work load and identify problems that may require actions by others | E                             | Application Form (S), Interview            |
| 3.3 Have the ability to work to an agreed plan                                                       | E                             | Application Form (S), Interview            |

|                                                                                                                                                                                                                                                             |   |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------|
| 3.4 Be able to work to given timescales                                                                                                                                                                                                                     | E | Interview                       |
| 3.5 Participate in ongoing training                                                                                                                                                                                                                         | E | Application Form (S), Interview |
| 3.6 Support child protection and safety procedures                                                                                                                                                                                                          | E | Application Form (S), Interview |
| 3.7 Effective & efficient ICT skills, particularly with MS Word & Excel                                                                                                                                                                                     | E | Application Form (S), Interview |
| 3.8 Be able to communicate in Welsh<br>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. | D | Application / Interview         |

#### 4. Personal Attributes

| Requirement                                                                              | Essential or Desirable | How Tested (S) used at Shortlisting |
|------------------------------------------------------------------------------------------|------------------------|-------------------------------------|
| 4.1 A caring approach to people and the ability to deal calmly with different situations | E                      | Interview                           |
| 4.2 Develop good relationships with parents, pupils and colleagues                       | E                      | Interview                           |
| 4.3 Understand and respect the principles of confidentiality                             | E                      | Interview                           |

#### 5. Circumstances

| Requirement                                                   | Essential or Desirable | How Tested (S) used at Shortlisting |
|---------------------------------------------------------------|------------------------|-------------------------------------|
| 5.1 Ability to work flexibly to meet the needs of the Service | E                      | Interview                           |
| 5.2 A current driving licence and use of a car.               | E                      | Application /Interview              |

Should you require any further information regarding this post, please contact:  
Jacquelyn Elias, Principal Officer ALN. [jacquelynelias@monmouthshire.gov.uk](mailto:jacquelynelias@monmouthshire.gov.uk)

**Closing Date: 5pm 05/10/2023**

**Interviews are likely to be held on: TBC**



monmouthshire  
sir fynwy

## 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-email, 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> |
| <b>LEVEL 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>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.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| 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>                                                                                                                                                                              |
| <b>LEVEL 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>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.</i>                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| 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!

**TEITL Y RÔL:** Swyddog Statudol Anghenion Dysgu Ychwanegol

**COPI AR GYFER YR HYSBYSEB:**

Rydym yn chwilio am Swyddog Statudol brwdfrydig a phrofiadol i ymuno gyda'n tîm cyfeillgar a chefnogol. Rhaid eich bod yn deall deddfwriaeth, prosesau a gweithdrefnau Anghenion Dysgu Ychwanegol (ADY) a'n gallu delio yn bwyllog ac yn effeithlon gydag ysgolion, teuluoedd ac asiantaethau allanol. Fel rhan o'r rôl, bydd angen defnyddio ystod eang ac amrywiol o sgiliau gan gynnwys defnyddio dulliau sydd yn canoli ar y person wrth reoli'ch llwyth gwaith, a'r gallu i ddefnyddio systemau rheoli TG a thaenlenni 'excel'. Mae hon yn rôl heriol ond gwerth chweil ac yn rhoi'r cyfle i chi weithio o fewn Tîm Statudol blaengar ar adeg gyffrous o newid.

**RHIF ADNABOD Y SWYDD:** LLSIS32

**LLEOLIAD:** County Hall, Y Rhadyr, Brynbuga, NP15 1GA

**GRADD:** BAND I SCP 31 £37,261 – SCP 35 £41,496

**ORIAU:** 37 Yr Wythnos.

**DROS DRO:** Na

**GWIRIAD DBS:** Bydd angen gwiriad (Gwiriad gan y Gwasanaeth Datgelu a Gwahardd)

**DYDDIAD CAU:** 5pm 05/10/2023

**Cyfweliadau i'w cynnal ar:** i'w gadarnhau

**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:** Swyddog Statudol Anghenion Dysgu Ychwanegol  
PARHAOL

**RHIF ADNABOD Y SWYDD:** LLSIS32

**GRADD:** BAND I SCP 31 £37,261 – SCP 35 £41,496

**ORIAU:** 37 Yr Wythnos.

**PATRW M GWAITH:** Llawn amser, 37 awr yr wythnos o ddydd Llun i ddydd Gwener (7.4 awr y diwrnod) 9 a.m. tan 5 p.m, a rhwng 9am a 4.30pm ar ddydd Gwener. Mae'n bosib negodi oriau rhan amser ar ôl cadarnhau apwyntiad.

**LLEOLIAD:** Neuadd y Sir, Y Rhadyr, Brynbuga, NP15 1GA ond nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. 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: Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio gyda Phlant

**YN ATEBOL I:** Prif Swyddog, Anghenion Dysgu Ychwanegol

**ASESIAD Y GYMRAEG:** Mae sgiliau iaith Gymraeg yn ddymunol.

Gwasanaethau Statudol Anghenion Dysgu Ychwanegol Sir Fynwy,  
Cyfarwyddiaeth Plant a Phobl Ifanc

### **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 Pwrpas:-**

Mae'r Gwasanaeth Statudol Anghenion Dysgu Ychwanegol yn gyfrifol am oruchwylio'r brosesu asesu statudol ac am ysgrifennu a chynnal datganiadau o angen addysgol arbennig. O fis Medi 2021, bydd yn gweithredu'r diwygiadau o'r system statudol fel sydd wedi eu hamlinellu yn Neddff Tribiwnlys Addysg ac Anghenion Dysgu Ychwanegol 2018. Rydym yn gweithio'n agos gydag ysgolion, rhieni/gofalwyr ac asiantaethau eraill er mwyn darparu gwasanaeth sydd canoli ar y person lle y mae plant a phobl ifanc wrth galon pob dim a wnawn.

**Pwrpas y Rôl hon:-**

- Ymgymryd â'r holl ddyletswyddau statudol perthnasol sydd yn ymwneud gyda phlant a phobl ifanc fel sydd wedi eu disgrifio yng Nghod Ymarfer Anghenion Addysgol Arbennig ar gyfer Cymru a Deddf Addysg 1996 a Deddf Tribiwnlys Anghenion Dysgu Ychwanegol ac Addysg (Cymru) 2018 o Fedi 2021 a'r Cod perthnasol;
- Cydlynu'r broses o asesu a chynllunio'n effeithiol ar gyfer plant a phobl ifanc ag Anghenion Dysgu Ychwanegol a'n goruchwylio achosion ar gyfer plant a phobl ifanc sydd nhagen asesiad statudol;
- Gweithio'n agos gyda Gwasanaeth Seicoelg Addysgol yr awdurdod-, asiantaethau aml-ddisgyblaeth. Ysgolion/seyfldiadau a rhieni a gofalwyr;
- Darparu cyngor, cymorth a hyfforddiant i ysgolion a sefydliadau eraill er mwyn siucrhau bod y ddaroariaeth yn parhau i ddiwallu anghenion plant a phobl ifanc.
- Cefnogi blaenoriaethau'r Cyngor a'n gweithredu'r polisïau lleol a chenedlaethol ehangach o ran Anghenion Dysgu Ychwanegol.
- Cefnogi a datblygu'r broses o weithredu polisïau a strategaethau Anghenion Dysgu Ychwanegol;
- Cefnogi datblygiad y Gwasanaeth Anghenion Dysgu Ychwanegol er mwyn diwallu anghenion sydd yn newid;
- Helpu gweithredu cynlluniau, strategaethau a mentrau'r awdurdod lleol, yn enwedig y rhai hynny sydd yn effeithio ar blant a phobl ifanc sydd ag Anghenion Dysgu Ychwanegol;
- Gweithio'n effeithiol gyda swyddogion yr awdurdod lleol ac asiantaethau statudol eraill er mwyn cefnogi'r awdurdod lleol yn gweithredu ei ddyletswyddau statudol a'n codi safonau;
- Defnyddio sgiliau rhyngpersonol positif er mwyn cyfathrebu ag ysgolion, teuluoedd a gweithwyr proffesiynol aml-asiantaeth.

**Disgwyliadau a Chanlyniadau'r Rôl hon:-**

- Cefnogi'r prosesau asesu statudol yn unol gyda pholisïau a gweithdrefnau Sir Fynwy a Llywodraeth Cymru.

- Hyrwyddo dulliau sydd yn canoli ar y person i wella canlyniadau plant a phobl ifanc, a'u teuluoedd.
- Cyfrannu at ddyfeisio a gweithredu systemau, prosesau a pholisïau sydd yn ymwneud gyda diwygio Anghenion Dysgu Ychwanegol.
- Datblygu sgiliau a gwybodaeth drwy gymryd rhan mewn goruchwyliaeth a hyfforddiant fel rhan o ddatblygiad proffesiynol parhaus.
- Gweithio mewn modd creadigol a hyblyg er mwyn hyrwyddo canlyniadau positif i blant a phobl ifanc.
- Cynrychioli'r gwasanaeth mewn ystod o baneli awdurdod lleol ac aml-asianateth, grwpiau datblygu, fforymau a chyfarfodydd cyswllt, o fewn a thu hwnt i Sir Fynwy yn unol gyda chynllun datblygu Gwasanaeth Statudol Anghenion Dysgu Ychwanegol.

### **Bydd eich cyfrifoldebau yn cynnwys:-**

1. Rheoli'r llwyth gwaith o ran plant a phobl ifanc sydd yn mynd drwy asesiad statudol gan gynnwys disgyblion mewn sefydliadau Blynyddoedd Cynnar, plant sydd yn derbyn gofal a phobl ifanc sydd mewn addysg ôl-16.
2. Drafftio a diwygio datganiadau Anghenion Addysg Arbennig a Chynlluniau Datblygu Unigol yr Awdurdodau Lleol. Bydd hyn yn cynnwys newid datganiadau o Anghenion Addysgol Arbennig i mewn i Gynlluniau Datblygu Unigol yn unol gyda chanllawiau Llywodraeth Cymru, newid datganiadau/Cynlluniau Datblygu Unigol yn dilyn adolygiad, diwygio datganiadau/Cynlluniau Datblygu Unigol ar gyfer symud at, a mabwysiadu Cynlluniau Gofal Iechyd Addysg (ECHP) i blant a phobl ifanc sydd yn trosglwyddo i'r awdurdod lleol.
3. Yn sicrhau bod yr holl weithdrefnau statudol yn cael eu cwblhau o fewn y terfynau amser statudol.
4. Yn gweithio'n agos gyda Phrif Swyddog Anghenion Dysgu Ychwanegol ar gyfer Blynyddoedd Cynnar er mwyn datblygu a chynnal Cynlluniau Datblygu Unigol ar gyfer Blynyddoedd a'r gwasanaeth Anghenion Dysgu Ychwanegol ar gyfer Blynyddoedd Cynnar er mwyn cefnogi'r cyfnod pontio pan fydd plant Meithrin yn symud i'r ysgol.
5. Gweithio'n agos gyda'r Swyddog/Gwasanaethau sydd yn gyfrifol am blant sydd yn derbyn gofal ac yn cefnogi'r broses lle y mae Cynlluniau Datblygu Unigol yn cael eu hymgorffori fel rhan o'r cynlluniau addysg personol sydd yn ffurfio rhan o gynllun gofal a chymorth y plentyn neu'r person ifanc.
6. Gweithio'n agos gyda phartneriaid er mwyn sicrhau bod anghenion plant a phobl ifanc yn cael eu diwallu a bod yna hyfforddiant priodol er mwyn sicrhau bod y cynllunio a wneir o ran plant a phobl ifanc mor effeithiol ag sydd yn bosib.
7. Gweithio ag asiantaethau eraill a mynychu cynadleddau achos aml-asiantaeth/cyfarfodydd fel sydd yn briodol.



8. Yn sicrhau bod cynnydd plant a phobl ifanc sydd â Datganiadau o Anghenion Addysg/Cynlluniau Datblygu Unigol yn cael eu monitro a'u hadolygu, a hynny drwy gyfrwng prosesau adolygu cadarn.
9. Gweithio ar y cyd ag ysgolion a sefydliadau eraill er mwyn cynllunio'n effeithiol wrth i blant symud rhwng cyfnodau allweddol o'u haddysg.
10. Cyfrannu at, a chymryd rhan mewn hyfforddiant awdurdod lleol ar gyfer ysgolion a Chydlynwyr Anghenion Dysgu Ychwanegol a chyfrannu at ddatblygu a chynnal tudalennau gwe'r Gwasanaeth Anghenion Dysgu Ychwanegol a'r hyfforddiant ar-lein.
11. Cyfrannu ar gysoni safbwyntiau gwahanol a'n defnyddio sgiliau i ddatrys gwrthdaro a chyfyngu er mwyn dod i gasgliad a fydd o fudd i'r plentyn neu berson ifanc. Yn benodol, bydd angen rheoli materion cymhleth lle y mae yna bryderon am gynnal lle'r plentyn neu'r person ifanc yn yr ysgol.
12. Cyfrannu at baratoi'r wybodaeth sydd angen ar gyfer Tribiwnlysoedd Anghenion Addysgol Arbennig.
13. Cynorthwyo'r Prif Swyddog a'r staff gweinyddol i ddarparu data/ystadegau Anghenion Dysgu Ychwanegol, gan gynnwys cynnydd y disgyblion a chyfrannu at adroddiadau a data ystadegol ar gyfer uwch swyddogion a'r Cyngor.
14. Goruchwyllo arian a chyllid Anghenion Dysgu Ychwanegol a'n gweithio'n agos gyda'r Gweinyddwr Gwasanaeth Anghenion Dysgu Ychwanegol a thîm cyllid Plant a Phobl Ifanc er mwyn monitro hyn.
15. Yn monitro ac yn olrhain cyllid Anghenion Dysgu Ychwanegol sydd yn cael ei roi i ysgolion, yn unol gyda'r Prif Swyddog, Gweinyddwr Anghenion Dysgu Ychwanegol a'r Swyddog Cyllid.
16. Casglu mapiau darpariaeth yr ysgol yn flynyddol a dadansoddi'r data er mwyn dangos effaith yr ymyriadau a ddefnyddir o fewn yr awdurdod lleol a'r gwerth am arian.
17. Monitro ac olrhain cynnydd disgyblion sydd y tu allan i'r sir a'r rhai hynny sydd yng ngofal yr awdurdod lleol.
18. Caffael a threfnu lle i ddisgyblion ag Anghenion Dysgu Ychwanegol mewn ysgolion annibynnol neu mewn sefydliadau y tu allan i'r sir.
19. Cyfrannu at archwilio sicrwydd ansawdd y ddarpariaeth annibynnol / tu allan i'r sir.
20. Darparu gwybodaeth i'r Uned Cludo Disgyblion o ran y disgyblion ag Anghenion Dysgu Ychwanegol sydd angen cael eu cludo o'u cartrefi i'r ysgol.
21. Yn aelod rhagweithiol ac yn darparu gwybodaeth i Baneli'r Awdurdod Lleol, Rhwydwaith SNRB a'r grwpiau statudol rhanbarthol.
22. Cymryd rhan mewn gweithgareddau proffesiynol perthnasol o dan gyfarwyddyd y rheolwr llinell, gan gynnwys goruchwyllo a datblygiad proffesiynol personol.
23. Cefnogi a gweithredu egwyddorion a phraxis cyfle cyfartal fel sydd wedi eu hamlinellu ym Mholisi Cyfle Cyfartal yr Awdurdod Lleol.
24. Cefnogi a gweithredu polisiau a gweithdrefnau lechyd a Diogelwch yr Awdurdod Lleol.

**25.** Ymgymryd ag unrhyw dasgau a gweithgareddau eraill sydd yn gymesur gyda'r rôl hon ac unrhyw geisiadau rhesymol a wneir gan y Prif Swyddog.

**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.

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.

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

- Y cyfle i weithio gyda thîm cyfeillgar, cefnogol, ar adeg cyffrous o newid ar gyfer y gwasanaeth.
- Goruchwyliaeth, Datblygiad Proffesiynol Parhaus a'r cyfle i fynd i'r afael ag anghenion unigol ac o ran datblygu'r gwasanaeth a datblygu meysydd sydd o ddiddordeb arbennig.
- Y cyfle i weithio'n hyblyg mewn modd sydd yn hyrwyddo cydbwysedd rhwng gwaith/bywyd.
- Rhaglen gorfforaethol o anwytho a hyfforddiant.
- Statws defnyddiwr cas achlysurol a'r cynllun prydles car.
- Y cyfle i weithio mewn sir ddeniadol, wledig gan amlaf gyda chysylltiadau da i rannau eraill o'r wlad.

### 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:-

#### 1. Addysg/Cymwysterau/Gwybodaeth

| Anghenion                                                                                | Hanfodol neu Dymunol | Sut y Caiff Hyn Ei Brofi Rhestr Fer (RhF) |
|------------------------------------------------------------------------------------------|----------------------|-------------------------------------------|
| 1.1 Wedi derbyn addysg hyd at radd neu gymhwyster cyfatebol mewn disgyblaeth berthnasol. | D                    | Ffurflen Gais (RhF)                       |
| 1.2 Yn deall deddfwriaeth, prosesau a gweithdrefnau Anghenion Dysgu Ychwanegol           | H                    | Ffurflen Gais                             |

#### 2. Profiad

| Anghenion                                                                                         | Hanfodol neu Dymunol | Sut y Caiff Hyn Ei Brofi Rhestr Fer (RhF) |
|---------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------|
| 2.1 Isafswm o ddwy flynedd o brofiad o ran Anghenion Dysgu Ychwanegol neu ddisgyblaeth berthnasol | H                    | Ffurflen Gais (RhF) /Cyfweliad            |
| 2.2 Yn meddu ar brofiad o weithio o fewn Awdurdod Lleol neu mewn mudiad gwirfoddol.               | D                    | Ffurflen Gais/Cyfweliad                   |

#### 3. Doniau a Sgiliau

| Anghenion | Hanfodol neu Dymunol | Sut y Caiff Hyn Ei Brofi Rhestr Fer (RhF) |
|-----------|----------------------|-------------------------------------------|
|-----------|----------------------|-------------------------------------------|



|                                                                                                                   |   |                                |
|-------------------------------------------------------------------------------------------------------------------|---|--------------------------------|
| 3.1 Sgiliau cyfathrebu ardderchog ar bob lefel                                                                    | H | Ffurflen Gais/Cyfweliad        |
| 3.2 Y gallu i flaenoriaethu eich llwyth gwaith ac adnabod problemau sydd yn golygu bod angen i eraill i weithredu | H | Ffurflen Gais (RhF) /Cyfweliad |
| 3.3 Yn meddu ar y gallu i weithio yn unol gyda chynllun cytunedig                                                 | H | Ffurflen Gais (RhF) /Cyfweliad |
| 3.4 Yn medru gweithio o fewn terfynau amser                                                                       | H | Cyfweliad                      |
| 3.5 Cymryd rhan mewn hyfforddiant parhaus                                                                         | H | Ffurflen Gais (RhF) /Cyfweliad |
| 3.6 Dilyn gweithdrefnau diogelu plant a diogelwch                                                                 | H | Ffurflen Gais (RhF) /Cyfweliad |
| 3.7 Sgiliau TGCh ardderchog                                                                                       | H | Ffurflen Gais (RhF) /Cyfweliad |
| 3.8 Yn medru cyfathrebu yn y Gymraeg                                                                              | D | Ffurflen Gais /Cyfweliad       |

#### 4. Rhinweddau Personol

| Anghenion                                                                                              | Hanfodol neu Dymunol | Sut y Caiff Hyn Ei Brofi Rhestr Fer (RhF) |
|--------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------|
| 4.1 Dull gofalgarg tuag at ddelio gyda phobl a'r gallu i ddelio gyda sefyllfaoedd gwahanol yn bwyllog. | H                    | Cyfweliad                                 |
| 4.2 Datblygu perthynas dda gyda rhieni, disgyblion a chydweithwyr.                                     | H                    | Cyfweliad                                 |
| 4.3 Yn deall ac yn parchu egwyddorion cyfrinachedd.                                                    | H                    | Cyfweliad                                 |

#### 5. Amgylchiadau

| Anghenion                                                              | Hanfodol neu Dymunol | Sut y Caiff Hyn Ei Brofi Rhestr Fer (RhF) |
|------------------------------------------------------------------------|----------------------|-------------------------------------------|
| 5.1 Y gallu i weithio'n hyblyg er mwyn diwallu anghenion y Gwasanaeth. | H                    | Cyfweliad                                 |



|                                               |   |                          |
|-----------------------------------------------|---|--------------------------|
| 5.2 Trwydded yrru gyfredol a char.            | H | Ffurflen Gais /Cyfweliad |
| 5.3 Dau eirida cyflogaeth ysgrifenedig addas. | H | Ffurflen Gais/Cyfweliad  |

Os ydych angen unrhyw wybodaeth bellach, cysylltwch os gwelwch yn dda gyda: Jacquelyn Elias, Prif Swyddog Anghenion Dysgu Ychwanegol.  
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**Dyddiad Cau: 5pm 05/10/2023**  
**Cyfweliadau i'w cynnal ar: i'w gadarnhau**

## 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 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"> <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 sgysiau 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                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd.</li></ul> | <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> | <ul style="list-style-type: none"><li>➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.</li></ul> |

#### LEFEL 5

*Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhai 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> |