

Come and join the team!

ADVERT

ROLE TITLE: Children's Services Residential Resource Service Manager

Permanent

ADVERT TEXT:

Are you passionate about providing high quality, well run residential care settings for children and young people?

We are looking for a Lead Officer to help us develop property into small residential children's homes and to ensure, where possible, Children Looked After reside within their home county allowing them to maintain family networks, continue with education and receive the therapeutic support needed.

You will be responsible for developing not only properties but new models of residential provision to meet the diverse needs of our children and families as well as responsibility for overseeing the quality of care, safeguarding, regulation and compliance of our children's homes.

You will also work closely with the Children Services Leadership Team and other partners and agencies to ensure that our children have safe homes and access to the best possible education, health and leisure opportunities. You will be a strong advocate for the rights and views of our children and promote their participation and involvement in decision making.

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

POST ID: SCS507

GRADE: BAND M SCP 47– SCP 51 £55,747- £60,340

HOURS: 37 hours per week

LOCATION: County Hall Usk – this is a role which will include being office base and working from home

CLOSING DATE: 5 PM 2/5//24

INTERVIEWS TO BE HELD IN COUNTY HALL, USK ON 22/5/24

DBS CHECK: Yes (Enhanced Children's Disclosure & Barring Service Check)

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:	Children's Services Service Manager – Residential Care and Resource Service.
POST ID:	SC507
GRADE:	BAND M SCP 47– SCP 51 £55,747- £60,340
HOURS:	37 Hours Per Week
PATTERN:	9 AM – 5 PM Monday – Thursday and 9 am – 4.30 am Friday
LOCATION:	County Hall Usk – this is a role which will include being office based and working from home

RESPONSIBLE TO: Head of Children's Services

Monmouthshire Children's Services have continued their drive to reshape and develop services to meet the needs of their Children Looked After and to meet the demands of Welsh Government's progressive plan in supporting Local Authorities to develop Residential Children's Homes and high-quality Residential Care services in Wales.

To meet this challenge an opportunity has arisen to join a well established and strong leadership team who are committed to high quality services for the children of Monmouthshire. We are looking for a Lead Officer to help us develop property into small residential children's homes and to ensure, where possible, Children Looked After reside within their home county allowing them to maintain family networks, continue with education and receive the therapeutic support needed.

The Purpose of this Role:-

This is a key leadership role within Children Services to lead on the development and oversight of Monmouthshire's residential and support accommodation provision.

Our Expectations:

You will lead on ensuring the highest quality property development and the development of homes for children and young people including short term and long term placements, emergency placements and supported accommodations for young people transitioning from care.

You will need to oversee the development of Policy and Practice in accordance with statutory regulations, legislation and guidance ensuring the highest level of safeguarding in the areas of your responsibility.

You will be responsible for ensuring a strategic approach to the development and implementation of models of residential care that meet the well-being outcomes for Looked After Children.

This role will include the day-to-day oversight and compliance of Registered Children's Homes as the Responsible Individual (R.I.) and the development of working relationships with the Care Inspectorate Wales.

Principle Accountabilities and Responsibilities

- In collaboration with others you will set out a clear strategic vision for children and young people residential services across Monmouthshire.
- To work collaboratively with the Service Managers and Head of Service to shape and drive the development of services, protocols, and procedures to support culture change, meet the Welsh Government's agenda and Children Services Business plan.
- Developing strong working relationships with our local authority colleagues in Planning and Estate Management services to identify suitable properties and be the lead in developing residential provision for children aged 5-16 years which are compliant with the Care Inspectorate Wales regulations.
- To lead on development and oversight of 16+ Supported Living accommodation which will aid the development of life skills to support young people as they transition into adulthood.
- Working with the Regional Partnership Board in order to access and maximise all available grant funding, opportunities. Track, monitor and report on all progress to ensure terms of all grants are met appropriately.
- To review and develop models of residential care provision, and lead on the development of a Monmouthshire Residential Care provision.
- To work with Commissioning, Procurement and Registered Social Landlords to develop Service Specification for the delivery of 16+ Supported Accommodation.
- To collaborate and develop links with Care Inspectorate Wales and to ensure compliance with RISCA regulations to achieve CIW Registration for care homes for children and young people under the age of 16;
- To recruit and line manage experienced Registered Care Home Managers and appropriately skilled workforce at all levels.
- To develop policies, procedures and protocols for the day to day running of care homes that are in line with the 'rights of the child' (UNCRC) that meet the standards expected by CIW and Monmouthshire Children's Services
- To develop and implement a Quality Assurance Framework across the service including an audit programme that monitors and reviews the performance and outcomes using data and feedback from children, families, workforce, and other stakeholders, to ensure the highest professional standard are maintained and to ensure the wellbeing and safeguarding of children is maintained.

- To investigate, manage and monitor any complaint, accident, or notable event and to liaise with Children Services and CIW to ensure transparency of process;
- To continuously monitor and report on performance management, reviewing and revising service provision as required to improve service delivery and outcomes.
- To provide strategic and operational leadership to managers and oversight of residential staff delivering services to Looked After Children.
- When required to prepare and present reports, or presentations to Senior Leadership of the council, Scrutiny committee and the wider council.
- Promoting and facilitating the involvement and participation of our children and young people in the planning, delivery, and evaluation of their residential care, ensuring that their views and wishes are heard and respected.
- Engaging and building partnerships with other agencies and organisations, such as schools, health services, voluntary sector, or community groups, to enhance the opportunities and outcomes for our children and young people in residential care.
- Ensure that data and relevant information is analysed and reported in order to meet Welsh Government and other statutory targets and objectives are met.

Responsible Individual – RI

You will hold the role of the *Responsible Individual* (RI) as detailed in the Registration and Inspection of Social Care [Wales] Act 2016.

This role is Responsibilities include.

- Ensuring that there is effective oversight of the service [Regulation 60] that:
 - focuses on individuals' well-being and personal outcomes;
 - listens to individuals;
 - responds positively to any concerns or complaints;
 - does not place individuals at unnecessary risk;
 - achieves best possible outcomes for individuals;
 - fulfils the statement of purpose;
 - ensures adequate numbers of staff who are trained, competent and skilled to undertake their role.
- You will undertake visits to each of the regulated services at least every three months [regulation 73] to ensure services are operating according to their 'Statement of Purpose' and to ensure effective qualitative oversight. This includes meeting with people using our services and members of our teams. A report will be prepared for each visit.
- Responsibility for ensuring adequacy of resources across all regulated services; both financial and staff related. [Regulation 74]
- That there are suitable arrangements in place to assess, monitor and improve the quality and safety of the service. This includes a bi-annual report on the quality of the service and recommendations for improvement [Regulation 80].
- You will complete a statement of compliance and the annual returns for the service [Regulation 81].

Financial & Physical Resources

- To have responsibility for budget management in your area of service and work collaboratively with finance officers to ensure all financial policies,

processes and procedures are followed. Ensuring clear fiscal management and effective corporate governance is in place.

- Ensure that all project plans deliver service modernisation strategies in line with the cost reduction agenda.
- You will be responsible for achieving financial balance in line with the Council's budget process. Deliver effective use, monitoring and management of operational budgets within areas of responsibility.
- Ensure robust systems of governance (operational, financial, staff, audit and information) and risk management are in place.
- You will constantly look for opportunities to maximise all financial resources.

Human Resources, Training & Development

- Line manage and be responsible for ensuring an effective system of performance management, including appraisal and personal development, for your direct reports and teams, including active succession and workforce planning.
- Ensure you are aware of their managerial responsibilities for human resources issues within your areas of responsibility.
- Work with the HR and Workforce ensuring that robust Human Resource policies and processes are in place in all areas of operational responsibility.
- Ensure effective human resource management of all team members ensuring that relevant professional and line management policies are followed at all times in line with the authorities policies and procedures.
- Ensure the effective recruitment, selection, staff induction, training, development, workload prioritisation, professional supervision, appraisal and performance reviews is carried out in line with relevant professional standards.
- Co-ordinate and produce training plan arrangements in relation to CPD to ensure that all staff within your teams have made available to them adequate appraisal training and development opportunities which satisfy statutory, mandatory and registered training requirements.
- Ensure that competencies and development needs, capability and conduct issues can be monitored and addressed in line with existing professional structures / standards.
- Ensure you undertake your own professional development, actively participating in your own annual appraisal and regular supervision.
- You will ensure that training and education needs are met with regard to new legislation / acts which directly impact on service provision.

What we are Looking For?

- Significant management experience from local authority or equivalent organisations;
- Experience and knowledge of strategic project management;
- Experience of staff, team and service development, and the management of change process with a service area;
- Experience of supporting staff, leading change and service development in areas of Children's Service teams or residential services;

- Experience of leading and managing projects, and programmes of work which support the implementation of service development plans and have demonstrable improved outcomes for children and families;
- Leadership skills in internal and external forums representing the vision, and priorities of the Local Authority;
- Leadership skills that relate to partnership working, service collaboration and service delivery;
- An understanding and experience of areas of the service which are subject to Regulations, and an ability to work openly with Regulatory bodies.

WHAT ELSE YOU NEED TO KNOW.....MONMOUTHSHIRE VALUES ARE:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

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

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable. You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

SAFEGUARDING:

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. 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.

IN ADDITION:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check and two suitable written references before appointment.

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

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

Person Specification

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

Leadership & Personal Qualities	Essential / Desirable	Method of Assessment
<p>Value driven leader with strong public service ethos</p> <p>Ability to lead, inspire confidence in colleagues, people who use, staff and partners</p> <p>Ability to translate and communicate strategic direction into operational delivery</p> <p>Ability to work in a systematic way and promote a culture of continuous improvement</p> <p>Emotionally intelligent and able to empathise in and achieve positive outcomes in the most complex situations</p> <p>Self-motivated and dynamic</p> <p>Ability to work under pressure, manage time, meet deadlines whilst doing what matters.</p> <p>Analytical approach to using evidence to promote change</p> <p>Able to work in partnership and manage complex inter-organisational relationships at senior levels</p> <p>High degree of resilience</p> <p>Sense of humour</p>	All essential	All will be tested at all stages of the assessment process
Education and Special Training	Essential / Desirable	Method of Assessment
<p>Professional social work qualification or equivalent professional qualification experience in a relevant field</p> <p>Relevant managerial qualification</p> <p>Evidence of continuing professional and personal development</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p>	All will be tested at all stages of the assessment process
Experience	Essential / Desirable	Method of Assessment
<p>Evidence of developing, managing, leading and evaluating services aligned to Residential Children's homes or Statutory Children's Service teams</p> <p>Evidence of leading culture and practice change within teams, areas or across a service.</p> <p>Experience of managing risk related to children's wellbeing.</p> <p>Understanding and experience of the needs and strengths of Looked after Children or children with experience of statutory child protection processes.</p> <p>Understanding or experience of Placement or Fostering Services</p> <p>Evidence of managing and leading successful multi-disciplinary and partnership working</p>	All Essential	All will be tested at all stages of the assessment process

<p>Evidence of liaison and coordination of relevant multi agency service providers to improve service outcomes</p> <p>Evidence of leading change and projects with successful outcomes</p> <p>Experience of managing budgets and evidence achievement of challenging financial savings</p> <p>Evidence of actively engaging with people and carers in service delivery and planning</p> <p>Experience of operating within and managing performance frameworks</p> <p>Experience of delivering organisational development and cultural change programmes</p> <p>Experience of dealing with high complex and contested individual cases</p> <p>Experience of delivering professional analysis within a legal or complex setting.</p> <p>Experience of designing and implementing systems of continuous quality improvement</p>		
Knowledge	Essential / Desirable	Method of Assessment
<p>Understanding of the regulations and guidance related to the registration and delivery of residential services registered with Care Inspectorate Wales and Social Care Wales.</p> <p>Understanding of the UN Convention on the 'Rights of the Child'. (UN Convention on the Rights of the Child - UNICEF UK)</p> <p>Understanding the role and responsibility of the Responsible Individual for registered care homes for children</p> <p>Knowledge and understanding of performance monitoring systems, quality measures and professional governance arrangements</p> <p>Knowledge, experience and skills in relation to the professional governance and social care quality assurance processes</p> <p>Knowledge and understanding of all aspects of the Social Services & Well-being (Wales) Act and Children's Act (part-6-code-of-practice-looked-after-and-accommodated-children.pdf (gov.wales))</p> <p>Good working knowledge of equal opportunities and promoting anti-discriminatory practice</p> <p>Detailed understanding of the complexities of managing children's social care services</p>	desirable	All will be tested at all stages of the assessment process
Other	Essential / Desirable	Method of Assessment
Able to be independently mobile within a geographical area	Essential	Application Form

**Should you require any further information regarding this post, please contact:
Diane Corrister Head of Service at dianecorrister@monmouthshire.gov.uk**

**Closing Date: 5 PM 2/5/24
INTERVIEWS TO BE HELD IN COUNTY HALL USK ON 22/5/24**



monmouthshire
sir fynwy

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<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>			
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 and titles ➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such called.
LEVEL 2			
<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 family issues and written in short sentences.</i>			
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 or 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 and 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 with the aid of Welsh language resources, including drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

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

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



Dewch i ymuno â'r tîm!

HYSBYSEB

TEITL Y RÔL: Rheolwr Gwasanaeth Adnoddau Preswyl Gwasanaethau Plant

Parhaol

COPI AR GYFER YR HYSBYSEB:

A ydych chi'n angerddol am ddarparu lleoliadau gofal preswyl o ansawdd uchel sy'n cael eu cynnal yn dda i blant a phobl ifanc?

Rydym yn chwilio am Swyddog Arweiniol i'n helpu i ddatblygu eiddo yn gartrefi preswyl bach i blant ac i sicrhau, lle bo'n bosibl, bod Plant sy'n Derbyn Gofal yn byw yn eu sir gartref gan ganiatáu iddynt gynnal rhwydweithiau teuluol, parhau ag addysg a derbyn y cymorth therapiwtig sydd ei angen.

Byddwch yn gyfrifol am ddatblygu nid yn unig eiddo ond modelau newydd o ddarpariaeth breswyl i ddiwallu anghenion amrywiol ein plant a'n teuluoedd yn ogystal â chyfrifoldeb am oruchwylio ansawdd gofal, diogelu, rheoleiddio a chydymffurfiaeth ein cartrefi plant.

Byddwch hefyd yn gweithio'n agos gyda Thîm Arwain y Gwasanaethau Plant a phartneriaid ac asiantaethau eraill i sicrhau bod gan ein plant gartrefi diogel a mynediad at y cyfleoedd addysg, iechyd a hamdden gorau posibl. Byddwch yn eiriolwr cryf dros hawliau a barn ein plant ac yn hyrwyddo eu cyfranogiad a'u rhan mewn gwneud penderfyniadau.

Os yw hyn yn swnio fel rôl gyffrous i chi, cysylltwch â ni i ddarganfod mwy.

RHIF ADNABOD Y RÔL: SCS507

GRADD: BAND M SCP 47– SCP 51 £55,747- £60,340

ORIAU: 37 awr yr wythnos

LLEOLIAD: Neuadd y Sir Brynbuga – fel rhan o'r rôl, byddwch yn gweithio yn y swyddfa a'n gweithio o gartref

DYDDIAD CAU: 5 PM 2/5/24

CYFWELIADAU I'W CYNNAL YN NEUADD Y SIR, BRYNBUGA AR 22/5/24

GWIRIAD GAN Y GWASANAETH

DATGELU A GWAHARD: Mae angen gwiriad (Gwiriad Manwl y Gwasanaeth Datgelu a Gwahardd Plant)

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: Rheolwr Gwasanaeth Adnoddau Preswyl
Gwasanaethau Plant

RHIF ADNABOD Y RÔL: SCS507

GRADD: BAND M SCP 47– SCP 51 £55,747- £60,340

ORIAU: 37 awr yr wythnos

PATRWM: 9 AM – 5 PM dydd Llun - Iau a 9 am – 4.30 am dydd Gwener

LLEOLIAD: Neuadd y Sir Brynbuga – fel rhan o'r rôl, byddwch yn gweithio yn y swyddfa a'n gweithio o gartref

YN ATEBOL I: Pennaeth Gwasanaethau Plant

Mae Gwasanaethau Plant Sir Fynwy wedi parhau â'u hymgyrch i ail-lunio a datblygu gwasanaethau i ddiwallu anghenion eu Plant sy'n Derbyn Gofal ac i fodloni gofynion cynllun blaengar Llywodraeth Cymru i gefnogi Awdurdodau Lleol i ddatblygu Cartrefi Preswyl i Blant a gwasanaethau Gofal Preswyl o ansawdd uchel yng Nghymru.

Er mwyn cwrdd â'r her hon, mae cyfle i ymuno â thîm arwain cadarn sydd wedi'i hen sefydlu ac sydd wedi ymrwymo i wasanaethau o ansawdd uchel i blant Sir Fynwy. Rydym yn chwilio am Swyddog Arweiniol i'n helpu i ddatblygu eiddo yn gartrefi preswyl bach i blant ac i sicrhau, lle bo'n bosibl, bod Plant sy'n Derbyn Gofal yn byw yn eu sir gartref gan ganiatáu iddynt gynnal rhwydweithiau teuluol, parhau ag addysg a derbyn y cymorth therapiwtig sydd ei angen.

Pwrpas y Rôl :-

Mae hon yn rôl arwain allweddol yn y Gwasanaethau Plant i arwain ar ddatblygu a goruchwylio darpariaeth llety preswyl a chymorth Sir Fynwy.

Ein Disgwyliadau:

Byddwch yn arwain ar sicrhau datblygiad eiddo o'r safon uchaf a datblygiad cartrefi i blant a phobl ifanc gan gynnwys lleoliadau tymor byr a thymor hir, lleoliadau brys a llety â chymorth i bobl ifanc sy'n trosglwyddo o ofal.

Bydd angen i chi oruchwylio datblygiad Polisi ac Ymarfer yn unol â rheoliadau, deddfwriaeth a chanllawiau statudol gan sicrhau'r lefel uchaf o ddiogelu yn eich meysydd cyfrifoldeb.

Byddwch yn gyfrifol am sicrhau dull strategol o ddatblygu a gweithredu modelau gofal preswyl sy'n bodloni'r canlyniadau llesiant ar gyfer Plant sy'n Derbyn Gofal.

Bydd y rôl hon yn cynnwys goruchwyllo a chydymffurfiaeth o ddydd i ddydd â Chartrefi Plant Cofrestredig fel yr Unigolyn Cyfrifol (U.C.) a datblygu perthnasoedd gwaith ag Arolygiaeth Gofal Cymru.

Prif Gyfrifoldebau

- Mewn cydweithrediad ag eraill, byddwch yn gosod gweledigaeth strategol glir ar gyfer gwasanaethau preswyl plant a phobl ifanc ar draws Sir Fynwy.
- Cydweithio gyda'r Rheolwyr Gwasanaeth a Phennaeth Gwasanaeth i siapio a gyrru datblygiad gwasanaethau, protocolau, a gweithdrefnau i gefnogi newid diwylliant, cwrdd ag agenda Llywodraeth Cymru a Chynllun Busnes Gwasanaethau Plant.
- Datblygu perthynas waith gref gyda'n cydweithwyr awdurdodau lleol yn y gwasanaethau Cynllunio a Rheoli Ystadau i nodi eiddo addas a bod yn arweinydd wrth ddatblygu darpariaeth breswyl i blant 5-16 oed sy'n cydymffurfio â rheoliadau Arolygiaeth Gofal Cymru.
- Arwain ar ddatblygiad llety Byw â Chymorth 16+ a fydd yn cynorthwyo datblygiad sgiliau bywyd i gefnogi pobl ifanc wrth iddynt bontio i fyd oedolion.
- Gweithio gyda'r Bwrdd Partneriaeth Rhanbarthol er mwyn cael mynediad a gwneud y mwyaf o'r holl gyllid grant sydd ar gael, a chyfleoedd. Olrhain, monitro ac adrodd ar yr holl gynnydd i sicrhau bod telerau popeth yn cael eu bodloni'n briodol.
- Adolygu a datblygu modelau o ddarpariaeth gofal preswyl, ac arwain ar ddatblygu darpariaeth Gofal Preswyl Sir Fynwy.
- Gweithio gyda Chomisiynu, Caffael a Landlordiaid Cymdeithasol Cofrestredig i ddatblygu Manyleb Gwasanaeth ar gyfer darparu Llety â Chymorth 16+.
- Cydweithio a datblygu cysylltiadau ag Arolygiaeth Gofal Cymru a sicrhau cydymffurfiaeth â rheoliadau RISCA i gyflawni Cofrestriad AGC ar gyfer cartref gofal i blant a phobl ifanc o dan 16 oed;
- Recriwtio a rheolwr llinell ar gyfer Rheolwyr Cartrefi Gofal Cofrestredig profiadol a gweithlu â'r sgiliau priodol ar bob lefel.
- Datblygu polisiau, gweithdrefnau a phrotocolau ar gyfer rhedeg cartrefi gofal o ddydd i ddydd sy'n unol â 'hawliau'r plentyn' (CCUHP) sy'n bodloni'r safonau a ddisgwylir gan AGC a Gwasanaethau Plant Sir Fynwy.
- Datblygu a gweithredu Fframwaith Sicrwydd Ansawdd ar draws y gwasanaeth gan gynnwys rhaglen archwilio sy'n monitro ac adolygu perfformiad a chanlyniadau gan ddefnyddio data ac adborth gan blant, teuluoedd, y gweithlu, a rhanddeiliaid eraill, i sicrhau bod y safon broffesiynol uchaf yn cael ei chynnal ac i sicrhau bod lles a diogelu plant yn cael eu cynnal.
- Ymchwilio, rheoli a monitro unrhyw gŵyn, damwain neu ddigwyddiad nodedig a chysylltu â Gwasanaethau Plant ac AGC i sicrhau tryloywder y broses;
- Monitro ac adrodd yn barhaus ar reoli perfformiad, adolygu a diwygio'r ddarpariaeth gwasanaeth yn ôl yr angen i wella'r gwasanaethau a ddarperir a chanlyniadau.
- Darparu arweiniad strategol a gweithredol i reolwyr a throsolwg o staff preswyl sy'n darparu gwasanaethau i Blant sy'n Derbynn Gofal.
- Pan fo angen paratoi a chyflwyno adroddiadau, neu gyflwyniadau i Uwch Arweinwyr y cyngor, y Pwyllgor Craffu a'r cyngor ehangach.

- Hyrwyddo a hwyluso cyfranogiad a chyfranogiad ein plant a phobl ifanc wrth gynllunio, darparu a gwerthuso eu gofal preswyl, gan sicrhau bod eu barn a'u dymuniadau yn cael eu clywed a'u parchu.
- Ymgysylltu a meithrin partneriaethau ag asiantaethau a sefydliadau eraill, megis ysgolion, gwasanaethau iechyd, y sector gwirfoddol, neu grwpiau cymunedol, i wella'r cyfleoedd a'r canlyniadau i'n plant a phobl ifanc mewn gofal preswyl.
- Sicrhau bod data a gwybodaeth berthnasol yn cael eu dadansoddi a'u hadrodd er mwyn cyrraedd targedau ac amcanion Llywodraeth Cymru a thargedau ac amcanion statudol eraill.

Unigolyn Cyfrifol – UC

Byddwch yn dal rôl yr Unigolyn Cyfrifol fel y nodir yn Neddf Cofrestru ac Arolygu Gofal Cymdeithasol [Cymru] 2016.

Mae'r rôl hon yn cynnwys Cyfrifoldebau.

- Sicrhau bod goruchwyliaeth effeithiol o'r gwasanaeth [Rheoliad 60] hynny:
 - canolbwyntio ar lesiant a chanlyniadau personol unigolion;
 - gwrandao ar unigolion;
 - ymateb yn gadarnhaol i unrhyw bryderon neu gwynion;
 - nad yw'n rhoi unigolion mewn perygl diangen;
 - yn cyflawni'r canlyniadau gorau posibl i unigolion;
 - yn cyflawni'r datganiad o ddiben;
 - sicrhau niferoedd digonol o staff sydd wedi'u hyfforddi, yn gymwys ac yn fedrus i gyflawni eu rôl.
- Byddwch yn ymweld â phob un o'r gwasanaethau a reoleiddir o leiaf bob tri mis [Rheoliad 73] i sicrhau bod gwasanaethau'n gweithredu yn unol â'u 'Datganiad o Ddiben' ac i sicrhau goruchwyliaeth ansoddol effeithiol. Mae hyn yn cynnwys cyfarfod â phobl sy'n defnyddio ein gwasanaethau ac aelodau o'n timau. Bydd adroddiad yn cael ei baratoi ar gyfer pob ymweliad.
- Cyfrifoldeb am sicrhau bod adnoddau'n ddigonol ar draws yr holl wasanaethau a reoleiddir; yn ymwneud ag arian a staff. [Rheoliad 74]
- Bod trefniadau addas mewn lle i asesu, monitro a gwella ansawdd a diogelwch y gwasanaeth. Mae hyn yn cynnwys adroddiad chwe-misol ar ansawdd y gwasanaeth ac argymhellion ar gyfer gwella [Rheoliad 80].
- Byddwch yn cwblhau datganiad cydymffurfio a'r ffurflenni blynyddol ar gyfer y gwasanaeth [Rheoliad 81].

Adnoddau Ariannol a Ffisegol

- Yn gyfrifol am reoli cyllideb yn eich maes gwasanaeth a gweithio ar y cyd â swyddogion cyllid i sicrhau bod yr holl bolisiâu, prosesau a gweithdrefnau ariannol yn cael eu dilyn. Sicrhau bod rheolaeth gyllidol glir a llywodraethu corfforaethol effeithiol ar waith.
- Sicrhau bod pob cynllun prosiect yn cyflwyno strategaethau moderneiddio gwasanaeth yn unol â'r agenda lleihau costau.

- Byddwch yn gyfrifol am fantoli'r gyllideb yn unol â phroses cyllideb y Cyngor. Cyflawni defnydd effeithiol, monitro a rheolaeth o gyllidebau gweithredol o fewn meysydd cyfrifoldeb.
- Sicrhau bod systemau llywodraethu cadarn (gweithredol, ariannol, staff, archwilio a gwybodaeth) a rheoli risg yn eu lle.
- Byddwch yn chwilio'n gyson am gyfleoedd i wneud y mwyaf o'r holl adnoddau ariannol.

Adnoddau Dynol, Hyfforddiant a Datblygiad

- Rheolwr llinell a byddwch yn gyfrifol am sicrhau system effeithiol o reoli perfformiad, gan gynnwys gwerthuso a datblygiad personol, ar gyfer eich adroddiadau a'ch timau uniongyrchol, gan gynnwys olyniaeth weithredol a chynllunio'r gweithlu.
- Sicrhewch eich bod yn ymwybodol o'u cyfrifoldebau rheoli dros faterion adnoddau dynol o fewn eich meysydd cyfrifoldeb.
- Gweithio gydag Adnoddau Dynol a'r Gweithlu i sicrhau bod polisïau a phrosesau Adnoddau Dynol cadarn yn eu lle ym mhob maes cyfrifoldeb gweithredol.
- Sicrhau bod holl aelodau'r tîm yn rheoli adnoddau dynol yn effeithiol gan sicrhau bod polisïau proffesiynol a rheolwyr llinell perthnasol yn cael eu dilyn bob amser yn unol â pholisïau a gweithdrefnau'r awdurdod.
- Sicrhau bod prosesau recriwtio, dethol, sefydlu staff, hyfforddi, datblygu, blaenoriaethu llwyth gwaith, goruchwyliaeth broffesiynol, gwerthuso ac adolygiadau perfformiad effeithiol yn cael eu cynnal yn unol â safonau proffesiynol perthnasol.
- Cydlynu a chynhyrchu trefniadau cynllun hyfforddi mewn perthynas â DPP i sicrhau bod yr holl staff yn eich timau wedi darparu cyfleoedd hyfforddi a datblygu gwerthuso digonol iddynt sy'n bodloni gofynion hyfforddi statudol, gorfodol a chofrestredig.
- Sicrhau y gellir monitro cymwyseddau ac anghenion datblygu, gallu ac ymddygiad a mynd i'r afael â hwy yn unol â strwythurau / safonau proffesiynol presennol.
- Sicrhewch eich bod yn ymgymryd â'ch datblygiad proffesiynol eich hun, gan gymryd rhan weithredol yn eich gwerthusiad blynyddol eich hun a'ch goruchwyliaeth reolaidd.
- Byddwch yn sicrhau bod anghenion hyfforddiant ac addysg yn cael eu diwallu mewn perthynas â deddfwriaeth / deddfau newydd sy'n effeithio'n uniongyrchol ar ddarpariaeth gwasanaeth.

Beth Ydym yn Chwilio Amdano?

- Profiad rheoli sylweddol gan awdurdodau lleol neu sefydliadau cyfatebol;
- Profiad a gwybodaeth am reoli prosiectau strategol;
- Profiad o ddatblygu staff, tîm a gwasanaeth, a rheoli'r broses newid gyda maes gwasanaeth;
- Profiad o gefnogi staff, arwain newid a datblygu gwasanaethau mewn meysydd o dimau Gwasanaethau Plant neu wasanaethau preswyl;

- Profiad o arwain a rheoli prosiectau, a rhaglenni gwaith sy'n cefnogi gweithredu cynlluniau datblygu gwasanaeth ac sydd â chanlyniadau gwell amlwg i blant a theuluoedd;
- Sgiliau arwain mewn fforymau mewnol ac allanol sy'n cynrychioli gweledigaeth, a blaenoriaethau'r Awdurdod Lleol;
- Sgiliau arwain sy'n ymwneud â gweithio mewn partneriaeth, cydweithredu gwasanaethau a darparu gwasanaethau;
- Dealltwriaeth a phrofiad o feysydd o'r gwasanaeth sy'n destun Rheoliadau, a'r gallu i weithio'n agored gyda chyrff Rheoleiddio.

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

Caiff ein diben ei seilio ar ymdeimlad clir 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 bob rhyngweithio.

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

ASESIAD O'R IAITH GYMRAEG:

Mae sgiliau iaith Gymraeg yn ddymunol. Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol trwy fynychu hyfforddiant iaith Gymraeg staff a ariennir gan y Cyngor. Gweithredir hyn os cyfyd angen am sgiliau Cymraeg yn y rôl.

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.

AT HYN:

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar Wiriad Datgeliad Manwl a dau dystlythyr ysgrifenedig addas cyn penodi.

Mae'r awdurdod wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac oedolion sydd mewn perygl o niwed ac mae'n disgwyl i bob gweithiwr a gwirfoddolwr rannu'r ymrwymiad hwn.

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.

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:-

Arweinyddiaeth a Rhinweddau Personol	Hanfodol / Dymunol	Dull Asesu
<p>Arweinydd a yrrir gan werth gydag ethos gwasanaeth cyhoeddus cryf</p> <p>Y gallu i arwain, ysbrydoli hyder mewn cydweithwyr, pobl sy'n defnyddio, staff a phartneriaid</p> <p>Y gallu i drosi a chyfathrebu cyfeiriad strategol yn ddarpariaeth weithredol</p> <p>Y gallu i weithio mewn ffordd systematig a hyrwyddo diwylliant o welliant parhaus</p> <p>Yn emosiynol ddeallus ac yn gallu cydymdeimlo a chyflawni canlyniadau cadarnhaol yn y sefyllfaoedd mwyaf cymhleth</p> <p>Hunan-gymhelliant a deinamig</p> <p>Y gallu i weithio dan bwysau, rheoli amser, cwrdd â therfynau amser wrth wneud yr hyn sy'n bwysig.</p> <p>Dull dadansoddol o ddefnyddio tystiolaeth i hyrwyddo newid</p> <p>Gallu gweithio mewn partneriaeth a rheoli perthnasoedd rhyng-sefydliadol cymhleth ar lefelau uwch</p> <p>Gradd uchel o wydnwch</p> <p>Synnwyr digrifwch</p>	Pob un yn hanfodol	Bydd pob un yn cael ei brofi ar bob cam o'r broses asesu
Addysg a Hyfforddiant Arbennig	Hanfodol / Dymunol	Dull Asesu
Cymhwyster gwaith cymdeithasol proffesiynol neu brofiad cymhwyster proffesiynol cyfatebol mewn maes perthnasol	Dymunol	Bydd pob un yn cael ei brofi ar bob cam o'r broses asesu
Cymhwyster rheolaethol perthnasol	Dymunol	
Tystiolaeth o ddatblygiad proffesiynol a phersonol parhaus	Hanfodol	
Profiad	Hanfodol / Dymunol	Dull Asesu
<p>Tystiolaeth o ddatblygu, rheoli, arwain a gwerthuso gwasanaethau sy'n cyd-fynd â chartrefi Preswyl i Blant neu dimau Gwasanaethau Plant Statudol</p> <p>Tystiolaeth o arwain newid diwylliant ac ymarfer o fewn timau, meysydd neu ar draws gwasanaeth.</p> <p>Profiad o reoli risg sy'n gysylltiedig â lles plant.</p> <p>Dealltwriaeth a phrofiad o anghenion a chryfderau Plant sy'n Derbyn Gofal neu blant sydd â phrofiad o brosesau amddiffyn plant statudol.</p> <p>Dealltwriaeth neu brofiad o Wasanaethau Lleoli neu Faethu</p> <p>Tystiolaeth o reoli ac arwain gwaith amlddisgyblaethol a phartneriaeth llwyddiannus</p> <p>Tystiolaeth o gysylltu a chydgyssylltu darparwyr gwasanaethau amlasiantaethol perthnasol i wella canlyniadau gwasanaeth</p> <p>Tystiolaeth o arwain newid a phrosiectau gyda chanlyniadau llwyddiannus</p>	Pob un yn hanfodol	Bydd pob un yn cael ei brofi ar bob cam o'r broses asesu

<p>Profiad o reoli cyllidebau a thystiolaeth o gyflawni arbedion ariannol heriol</p> <p>Tystiolaeth o ymgysylltu'n weithredol â phobl a gofalwyr wrth gyflwyno a chynllunio gwasanaethau</p> <p>Profiad o weithredu o fewn a rheoli fframweithiau perfformiad</p> <p>Profiad o gyflwyno rhaglenni datblygu sefydliadol a newid diwylliannol</p> <p>Profiad o ymdrin ag achosion unigol cymhleth iawn ac achosion unigol sy'n cael eu herio</p> <p>Profiad o ddarparu dadansoddiad proffesiynol o fewn lleoliad cyfreithiol neu gymhleth.</p> <p>Profiad o ddylunio a gweithredu systemau gwella ansawdd yn barhaus</p>		
Gwybodaeth	Hanfodol / Dymunol	Dull Asesu
<p>Dealltwriaeth o'r rheoliadau a'r canllawiau sy'n ymwneud â chofrestru a darparu gwasanaethau preswyl sydd wedi'u cofrestru ag Arolygiaeth Gofal Cymru a Gofal Cymdeithasol Cymru.</p> <p>Dealltwriaeth o Gonfensiwn y Cenhedloedd Unedig ar 'Hawliau'r Plentyn'. (Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn - UNICEF UK)</p> <p>Deall rôl a chyfrifoldeb yr Unigolyn Cyfrifol ar gyfer cartrefi gofal cofrestredig i blant</p> <p>Gwybodaeth a dealltwriaeth o systemau monitro perfformiad, mesurau ansawdd a threfniadau llywodraethu proffesiynol</p> <p>Gwybodaeth, profiad a sgiliau mewn perthynas â phrosesau sicrhau ansawdd llywodraethu proffesiynol a gofal cymdeithasol</p> <p>Gwybodaeth a dealltwriaeth o bob agwedd ar Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) a Deddf Plant (rhan 6 o'r cod ymarfer ar gyfer plant sy'n derbyn gofal a phlant sy'n cael eu lletya.pdf (llyw.cymru))</p> <p>Gwybodaeth ymarferol dda o gyfle cyfartal a hyrwyddo arfer gwrth-wahaniaethol</p> <p>Dealltwriaeth fanwl o gymhlethdodau rheoli gwasanaethau gofal cymdeithasol plant</p>	Dymunol	Pob un yn hanfodol
Arall	Hanfodol / Dymunol	Dull Asesu
Gallu symud yn annibynnol o fewn ardal ddaearyddol	Hanfodol	Ffurflen Gais

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: **Diane Corrister Pennaeth Gwasanaeth** - dianecorrister@monmouthshire.gov.uk

Dyddiad Cau: 5 PM 2/5/24

CYFWELIADAU I'W CYNNAL YN NEUADD Y SIR, BRYNBUGA AR 22/5/24



monmouthshire
sir fynwy

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 gydweithwyr ar bapur neu e-bost e.e. mae hwn a hwn 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 materau 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 gydweithwyr gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost i drefnu apwyntiad

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgwrsiau estynedig gyda siaradwyr rhywun 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 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgwrsiau gyda chydweithwyr am waith a 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost i unigolyn neu gydweithiwr am y rhan fwyaf



<p>cynlluniau, os yw'r pwnc yn gyfarwydd.</p> <ul style="list-style-type: none"> ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<p>chynlluniau os nad yw'r eirfa yn rhy dechnegol.</p> <ul style="list-style-type: none"> ➤ 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. ➤ Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<p>dydd i ddydd.</p> <ul style="list-style-type: none"> ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<p>o bynciau er mwyn gofyn am rywbeth; esboniad; disgrifio profiad neu sefydliad gwahodd pobl neu drefnu digwyddiad.</p>
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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 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 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 llenyddol gyda chymorth offer cyfieithu Cymraeg 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 grybodaeth 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 chefnog offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau gywir ac yn hyderus.

