

ADVERT

ROLE TITLE: ALC Level 2 Teaching Assistant

ADVERT TEXT:

Pembroke Primary School Additional Learning Centre, is a caring and supportive primary school setting, dedicated to fulfilling the potential of children with additional learning needs. We are excited to recruit a passionate, caring and enthusiastic teaching assistant to join our team of friendly and professional staff. We are looking for someone who is passionate about supporting the individual needs of all children and committed to their own professional development.

POST ID: L22281043

LOCATION: Pembroke Primary School, Chepstow, Monmouthshire.
Additional Learning Centre for children with Profound and Multiple Learning Difficulties and Severe Learning Difficulties and/or Autism.

GRADE: Band C (SCP 6-8) £23,500 - £24,702 (Pro-Rata)

HOURS: 32.5 Per Week, 39 Weeks per year

TEMPORARY: Yes for a one year period

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE: 12pm Friday 31st May 2024

Additional Information

Please note that we are not able to accept CVs

To apply for this post please complete an application form via:

<https://www.monmouthshire.gov.uk/jobs-employment/>

or

<https://www.eteach.com/jobs-in-monmouthshire-schools>

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.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

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.

JOB DESCRIPTION

ROLE TITLE: ALC Level 2 Teaching Assistant (temporary)

POST ID: L22281043

GRADE: Band C (SCP 6-8)

SALARY: £23,500 - £24,702 (Pro-Rata – Term Tim only)

HOURS: 32.5 Per Week, 39 Weeks per year (Term time only)

WORK PATTERN: Full time = 32.5 hours Monday to Friday 8.30am to 3.30pm

LOCATION: Pembroke Primary School, Chepstow - Additional Learning Centre for children with Profound and Multiple Learning Difficulties and and/or Autism.

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:

An Enhanced with Children Barred List Check

RESPONSIBLE TO: Headteacher Mrs Jade Wakley

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfill their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfill your personal responsibilities for safeguarding.

Our Purpose:-

‘Happy and Secure, Learning together’ captures the heart of Pembroke Primary School. We believe that Pembroke offers all children an excellent education that is full of challenge, interest and memorable learning experiences. In addition, children are encouraged to build their self-esteem and confidence, to develop self-reliance, to take risks without fear of failure and to make decisions about their own learning.

We also believe that we can only achieve the best for our pupils by developing a close relationship between home and school.



The Purpose of this Role:-

- To work under the instruction and guidance of teaching staff and or members of the school leadership team.
- To support individuals and groups of pupils to enable access to learning.
- To assist the teacher in the management of pupils within the classroom and beyond.

Support for Pupils

- Supervise and provide particular support for pupils with additional learning needs, ensuring their safety and access to learning activities.
- Assist with the learning and development of all pupils, including the implementation of Individual Education/Behaviour Plans and Personal Care programmes - including toileting, feeding and mobility.
- Following training; administer medication in accordance with the procedures for LA and school policies.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Apply strategies to encourage independence and self-confidence.
- Provide effective feedback to pupils in relation to programmes and recognise and reward achievement.

Support for the Teacher

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning, etc.
- Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
- Liaise with the teacher to share short-term planning and specific learning objectives for: identified groups, individuals, whole class.
- Monitor pupils' responses to learning activities and undertake pupil record keeping as requested.
- Establish routines to ensure regular and effective feedback is given to the teacher in respect of pupils' progress towards targets for learning.
- Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning.
- Administer routine tests and invigilate exams.
- Fulfil clerical and administrative tasks as required; e.g. photocopying, filing, administer course work, distributing letters to parents.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years, assessment for learning.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Undertake programmes linked to local learning strategies, e.g. literacy, numeracy and ICT.
- Support the use of ICT in pupils' learning and their independence in its use.
- Prepare, maintain and use equipment and resources required to meet the agreed teaching programmes and learning activities.
- Liaise sensitively and effectively with parents, carers as agreed with the teacher.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.

Support for the School

- Be aware and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional review as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher.

You will also be expected to carry out any other duties which may reasonably be directed by the Headteacher from time to time

Expectation and Outcomes of this Role:-

PERSON SPECIFICATION

Experience

- 1.1 Recent and relevant experience of supporting primary school-aged pupils with Severe Learning Difficulties and /or Autism
- 1.2 Knowledge of Child Protection/ Safeguarding procedures

Education & Training

- 2.1 NVQ2 for Teaching Assistants or equivalent qualification or experience, e.g. RNIB, BSL Level 1 qualification.
- 2.2 A relevant qualification in special educational needs or determination to work towards such a qualification
- 2.3 Recent & relevant training to support learning
- 2.5 Awareness of Equalities legislation

- 2.6 Awareness of Health and Safety issues relevant to the post
- 2.7 First aid training as appropriate.
- 2.8 Good numeracy/literacy skills.

Abilities/ Aptitudes

- Effective use of ICT to support learning.
- Use of other equipment and basic technology, e.g. I pads, photocopier.
- Understanding of relevant policies/code of practice and awareness of relevant legislation.
- General understanding of national/foundation phase, curriculum 14-19 pathways, and other basic learning programmes/strategies as appropriate.
- Basic understanding of child development and learning.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Your responsibilities are to:-

The head teacher

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.

Here's what we can provide you with:-

- The opportunity to develop Welsh language skills.
- A nurturing, caring and friendly environment;
- Professional learning opportunities to carry out the role to the best of your ability;
- A dedicated and highly committed team of staff and governors;
- A school with an inclusive ethos to ensure all learners make progress in all activities and experiences;

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

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

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

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

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

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

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

This role will work with Monmouthshire to achieve these.

In addition:

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



Person Specification

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

- **Welsh Desirable.**

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

	Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
Education/Qualifications			
1.1	Level 2 Qualification in literacy, numeracy and Science	E	Application Form
1.2	Teaching Assistant Qualification	D	Application Form
1.3	Additional training - First Aid within the Workplace, Team Teach, Signalong / Makaton...	D	Application Form
Experience			
2.1	Experience of working with learners in an education setting	E	Application Form / Interview
2.2	Experience of supporting learners with identified additional learning needs within a Resource Base or Specialist Setting	D	Application Form / Interview
Aptitudes and Skills			
3.1	Ability to demonstrate personal enthusiasm and commitment to the learning process	E	Application Form / Interview
3.2	Excellent interpersonal skills of working with learners and adults in a learning environment	E	Application Form / Interview
3.3	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	Application Form / Interview
3.4	Have an ability to work within professional standards	E	Application Form / Interview
3.5	Have a knowledge of basic technology in supporting learning	E	Application Form / Interview
3.6	An ability to assess and interpret information in support of targeted support	E	Application Form / Interview

3.7	To prioritise, plan and organise yourself	E	Application Form / Interview
3.8	To think flexibly and creatively to anticipate and solve problems	E	Application Form / Interview
3.9	To support in providing the very best experience for all students with identified additional learning needs	E	Application Form / Interview
Safeguarding			
4.1	Commitment to pupil well-being, safeguarding and child protection	E	Interview
4.2	Positive references	E	Post short-listing
4.3	Enhanced DBS	E	Post-interview

Should you require any further information regarding this post, please contact:
 Headteacher, Mrs Jade Wakley. Pembrokeprimary@monmouthshire.gov.uk
 01291 440920

Closing Date: 12pm Friday 31st May 2024
Interview Date: Monday 10th June



HYSBYSEB

TEITL Y SWYDD: Cynorthwydd Addysgu Lefel 2 Canolfan Ddysgu Ychwanegol

GEIRIAD YR HYSBYSEB:

Mae Canolfan Dysgu Ychwanegol Ysgol Gynradd Penfro yn lleoliad ysgol gynradd gofalgar a chefnogol, sy'n ymroddedig i gyflawni potensial plant gydag anghenion dysgu ychwanegol. Rydym yn edrych ymlaen at recriwtio cynorthwydd addysgu angerddol, gofalgar a brwdfrydig i ymuno a'n tîm o staff cyfeillgar a phroffesiynol. Edrychwn am rywun sy'n angerddol am gefnogi anghenion unigol yr holl blant ac sy'n ymroddedig i'w datblygiad proffesiynol eu hunain.

CYFEIRNOD SWYDD: L22281043

LLEOLIAD: Ysgol Gynradd Penfro, Cas-gwent, Sir Fynwy.
Canolfan Dysgu Ychwanegol ar gyfer plant gydag anawsterau Dysgu Dwys a Lluosog ac Anawsterau Dysgu Difrifol a/neu Awtistiaeth.

GRADD: Band 5-8 (yn ystod y tymor yn unig)

ORIAU: 32.5 yr wythnos, 39 wythnos y flwyddyn

DROS DRO: Ie, am gyfnod o un flwyddyn

GWIRIAD DBS: Oes (Gwiriad Gwasanaeth Datgelu a Gwahardd)

DYDDIAD CAU: 12pm dydd Gwener 31 Mai 2024

Gwybodaeth Ychwanegol

A fydddech gystal â nodi na allwn dderbyn CV

I wneud cais am y swydd hon llenwch ffurflen gais drwy:

<https://www.monmouthshire.gov.uk/jobs-employment/>

neu

<https://www.eteach.com/jobs-in-monmouthshire-schools>

Gellid 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 y Saesneg.

Mae'r Corff Llywodraethol wedi ymrwmo i ddiogelu lles plant a phobl ifanc ac mae'n disgwyl i bob gweithiwr a gwirfoddolwr rannu'r ymrwymiad hwn.

Mae pob swydd yn agored i'w rhannu oni nodir yn wahanol.

Mae Cyngor Sir Fynwy :-

- yn gyflogwr cyfleoedd cyfartal ac mae'n croesawu ceisiadau o bob adran o'r gymuned.
- yn gefnogwr anableddeidd hyderus, ymroddedig .
- yn gyflogwr cyfeillgar i'r Lluoedd Arfog .
- yn ymwybodol o Awtistiaeth ac yn ymroddedig i symud unrhyw rwystrau i gyflogaeth



- yn ymroddedig i gefnogi pobl ifanc sy'n gadael ein gofal i gael mynediad i gyfleoedd newydd a magu profiad.



DISGRIFIAD SWYDD

TEITL SWYDD: Cynorthwydd Addysgu Lefel 2 Canolfan Ddysgu Ychwanegol (dros dro)

CYFEIRNOD: L22281043

GRADD: Band 5-8

CYFLOG: £23,500 pro rata y flwyddyn

ORIAU: 32.5 awr yr wythnos, 39 wythnos y flwyddyn (yn ystod y tymor yn unig)

PATRWM GWAITH: Llawn-amser = 32.5 awr dydd Llun i ddydd Gwener 8.30am i 3.30pm

LLEOLIAD: Ysgol Gynradd Penfro, Cas-gwent, Sir Fynwy.
Canolfan Dysgu Ychwanegol ar gyfer plant gydag Anawsterau Dysgu Dwys a Lluosog a/neu Awtistiaeth.

GWIRIAD GWASANAETH DATGELU A GWAHARDD (DBS):

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad DBS canlynol:

Gwiriad Manylach gyda Phlant o'r Rhestr Waharddedig

YN ATEBOL I: Mrs Jade Wakley, Pennaeth yr Ysgol

ASESIAD IAITH GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol.

DIOGELU:

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Ysgol a'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Chi sy'n gyfrifol am chwarae eich rhan mewn lles, diogelwch ac amddiffyn plant ac oedolion sy'n wynebu risg. Bydd gennych gyfrifoldeb i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogelu a bydd gennych ddyletswydd i gyflawni eich cyfrifoldebau personol dros ddiogelu.

Ein diben:-

Mae 'Hapusrwydd a Sicrwydd, Dysgu gyda'n gilydd' yn cyfleu calon Ysgol Gynradd Penfro. Credwn fod yr ysgol yn cynnig addysg ragorol sy'n llawn her, diddordeb a phrofiadau dysgu cofiadwy i'r holl blant. Yn ychwanegol, caiff plant eu hannog i gynyddu eu hunandyb a hyder, i ddatblygu hunan-ddibyniaeth, i gymryd risgiau heb ofn methu ac i wneud penderfyniadau am eu dysgu eu hunain. Credwn hefyd mai dim ond drwy ddatblygu perthynas agos rhwng y cartref a'r ysgol y gallwn gyflawni'r gorau ar gyfer ein disgyblion.



Diben y swydd hon:-

- Gweithio dan gyfarwyddyd ac arweiniad y staff addysgu a/neu aelodau o dîm arweinyddiaeth yr ysgol.
- Cefnogi unigolion a grwpiau o ddisgyblion i alluogi mynediad i ddysgu.
- Cynorthwyo/r athro/athrawes i reoli disgyblion o fewn yr ystafell ddosbarth a thu hwnt.

Cefnogaeth i ddisgyblion

- Goruchwyllo a rhoi cefnogaeth neilltuol i ddisgyblion gydag anghenion dysgu ychwanegol, gan sicrhau eu diogelwch a mynediad i weithgareddau dysgu.
- Cynorthwyo gyda dysgu a datblygiad pob disgybl, yn cynnwys gweithredu Cynlluniau Addysg Unigol/Ymddygiad a rhaglenni Gofal Personol – yn cynnwys defnyddio'r toiled, bwydo a symudedd.
- Yn dilyn hyfforddiant, gweinyddu meddyginiaeth yn unol â'r gweithdrefnau ar gyfer yr awdurdod lleoli a pholisïau'r ysgol.
- Hyrwyddo cynhwysiant a derbyn pob disgybl.
- Annog disgyblion i ryngweithio gydag eraill a chymryd rhan mewn gweithgareddau dan arweiniad yr athro/athrawes.
- Gosod disgwyladau heriol a hyrwyddo hunanbarch ac annibyniaeth.
- Rhoi adborth i ysgolion yng nghyswllt cynnydd a chyflwyniad dan arweiniad yr athro/athrawes.
- Gweithredu strategaethau i annog annibyniaeth a hunan-hyder.
- Rhoi adborth effeithiol i ddisgyblion yng nghyswllt rhaglenni a chydabod a gwobrwyo cyflawniad.

Cefnogaeth i'r athro/athrawes

- Rhoi adborth manwl a rheolaidd i athrawon ar gyflawniad a chynnydd disgyblion, rhwystrau i ddysgu ac yn y blaen.
- Cydlynu gyda'r athro/athrawes i greu amgylchedd dysgu pwrpasol, trefnus a chefnogol.
- Cydlynu gyda'r athro/athrawes i rannu cynllunio tymor byr ac amcanion dysgu penodol ar gyfer grwpiau penodol, unigolion, dosbarth cyfan.
- Monitro ymateb disgyblion i weithgareddau dysgu a chadw cofnodion disgyblion yn ôl cais.
- Sefydlu trefniadau i sicrhau y rhoddir adborth rheolaidd ac effeithiol i'r athro/athrawes yng nghyswllt cynnydd disgyblion tuag at dargedau ar gyfer dysgu.
- Gweithredu polisi'r ysgol yng nghyswllt hyrwyddo ymddygiad cadarnhaol gan ddisgyblion ac agweddau at ddysgu.
- Gweinyddu profion arferol a goruchwyllo arholiadau.
- Cyflawni tasgau clerigol a gweinyddol fel sydd angen; e.e. llungopïo, ffeilio, gweinyddu gwaith cwrs, dosbarthu llythyrau i rieni.

Cefnogi'r cwricwlwm

- Cynnal rhaglenni gweithgareddau dysgu/addysgu strwythuredig ac a gytunwyd.
- Cynnal rhaglenni yn gysylltiedig gyda strategaethau dysgu lleol a chenedlaethol, e.e. llythrennedd, rhifedd, blynyddoedd cynnar, asesu ar gyfer dysgu.
- Cefnogi defnyddio TGCh mewn gweithgareddau dysgu a datblygu cymhwysedd ac annibyniaeth disgyblion mewn defnyddio TGCh.



- Paratoi, cynnal a defnyddio offer/adnoddau sydd eu hangen i gyflawni cynlluniau gwersi/gweithgaredd dysgu perthnasol a chynorthwyo disgyblion i'w defnyddio.
- Cynnal rhaglenni yn gysylltiedig â strategaethau dysgu lleol e.e. llythrennedd, rhifedd a TGCh.
- Cefnogi defnydd TGCh mewn dysgu disgyblion a'i hannibyniaeth wrth ei ddefnyddio.
- Paratoi, cynnal a defnyddio'r offer a'r adnoddau sydd eu hangen i gyflawni'r rhaglenni addysgu a gweithgareddau dysgu a gytunwyd.
- Cydlynu mewn mod sensitif ac effeithiol gyda rhieni a a gofalwyr fel y cytunwyd gyda'r athro/athrawes.
- Cymryd rhan mewn cyfarfodydd a chyfrannu at adolygiadau blynyddol yn unol ag arfer yr ysgol.

Cefnogaeth i'r ysgol

- Gwybod am a chydymffurfio gyda pholisïau a gweithdrefnau yn ymwneud â chynhwysiant, amddiffyn plant, iechyd, diogelwch a sicrwydd, cyfrinachedd a diogelu data, gan hysbysu person priodol am bob mater o gonsyrn.
- Cyfrannu at ethos/gwaith/amcanion cyffredinol yr ysgol, yn cynnwys y Cwricwlwm Cymreig.
- Gwerthfawrogi a chefnogi rôl gweithwyr proffesiynol eraill.
- Mynychu a chymryd rhan mewn cyfarfodydd perthnasol fel sydd angen.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill ac adolygiad proffesiynol fel sydd angen.
- Cynorthwyo gyda goruchwyllo disgyblion allan o amser gwersi, yn cynnwys cyn ac ar ôl yr ysgol ac ar adegau cinio.
- Mynd gyda staff addysgu a disgyblion ar ymweliadau, triapiau a gweithgareddau allan o'r ysgol fel sydd angen a chymryd cyfrifoldeb am grŵp dan oruchwyliaeth yr athro/athrawes.

Disgwylir i chi hefyd wneud unrhyw ddyletswyddau eraill y gall Pennaeth yr Ysgol wneud cais rhesymol amdanynt o bryd i'w gilydd.

Disgwyliadau a Chanlyniadau'r swydd hon:-

MANYLEB PERSON

Profiad

- 1.1 Profiad diweddar a pherthnasol o gefnogi disgyblion oedran ysgol gydag anawsterau dysgu difrifol a/neu awtistiaeth.
- 1.2 Gwybodaeth o weithdrefnau Amddiffyn/Diogelu Plant.

Addysg a Hyfforddiant

- 2.1 NVQ2 ar gyfer Cynorthwyr Addysgu neu gymhwyster neu brofiad cyfwerth e.e. cymhwyster RNIB, BSL Lefel 1.
- 2.2 Cymhwyster perthnasol mewn anghenion addysgol arbennig neu benderfyniad i weithio at gymhwyster o'r fath.
- 2.3 Hyfforddiant diweddar a pherthnasol i gefnogi dysgu.
- 2.4 Ymwybyddiaeth o ddeddfwriaeth Cydraddoldeb.
- 2.5 Ymwybyddiaeth o faterion lechyd a Diogelwch perthnasol i'r swydd.
- 2.6 Hyfforddiant cymorth cyntaf fel sy'n briodol.



2.7 Sgiliau rhifedd/llythrennedd da.

Galluoedd/Doniau

- Defnydd effeithlon o TGCh i gefnogi dysgu.
- Defnyddio offer a thechnoleg sylfaenol arall e.e. teclynnau lpad, llungopiwr.
- Dealltwriaeth o bolisiâu/cod ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol.
- Dealltwriaeth gyffredinol o'r cwricwlwm cenedlaethol/Cyfnod Sylfaen ac ymwybyddiaeth o ddeddfwriaeth berthnasol.
- Dealltwriaeth sylfaenol o ddatblygiad a dysgu plant.
- Gallu i gysylltu'n dda gyda phlant ac oedolion.
- Gweithio'n adeiladol fel rhan o dîm, deall rolau a chyfrifoldebau ystafell ddosbarth a'ch sefyllfa eich hun ynddynt.

Rydych yn atebol i: Pennaeth yr Ysgol

Mae'r holl gyflogeion yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws gyda pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb a'u hymddygiad cyffredinol eu hunain.

Dyma'r hyn y gallwn ei ddarparu ar eich cyfer:-

- Y cyfle i ddatblygu sgiliau yn y Gymreig.
- Amgylchedd cefnogol, gofalgar a chyfeillgar.
- Cyfleoedd dysgu proffesiynol i gyflawni'r swydd hyd eithaf eich gallu.
- Staff ymroddedig o staff a llywodraethwyr.
- Ysgol gydag ethos gynhwysol i sicrhau fod pob dysgwr yn sicrhau cynnydd ym mhob gweithgaredd a phrofiad.

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

Ategir ein pwrpas gan synnwyr clir o bwy ydym ni fel sefydliad. Disgwylw'n i bobl sy'n gweithio gyda ni rannu set o werthoedd cryf a disgwylw'n fod y rhain yn amlwg yn y ffyrdd yr ydym yn gweithio ac yn ymgysylltu â'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau o'r syniadau, a'r adnoddau sydd ar gael i wneud yn siŵr ein bod yn gwneud y pethau sy'n effeithio'n fwyaf cadarnhaol ar ein pobl a'n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Caiff pobl y cyfle i gymryd rhan a dweud wrthym beth sydd yn bwysig.

Hyblygrwydd : Rydym yn hyblyg, gan ein galluogi i ddarparu'r gwasanaethau mwyaf effeithiol ac effeithlon. Mae hyn yn golygu ymrwymiad diffuant i weithio gyda phawb i gofleidio ffyrdd newydd o weithio.

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

Caredigrwydd: Byddwn yn dangos Caredigrwydd i bawb byddwn yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

Bydd y rôl hon yn gweithio gyda Sir Fynwy i gyflawni'r rhain.

Yn ychwanegol:

Mae'n holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.



Manyleb Person

Sut fyddwn ni'n gwybod mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos eich bod wedi:-

- **Y Gymraeg yn ddymunol**

Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymraeg y bydd y cyngor yn talu amdano ar gyfer staff.

	Gofyniad	Hanfodol neu Ddymunol	Sut y profir/Defnyddio wrth lunio' r rhestr fer
Addysg/Cymhwyster			
1.1	Cymhwyster Lefel 2 mewn Llythrennedd, Rhifedd a Gwyddoniaeth	H	Ffurflen Gais
1.2	Cymhwyster Cynorthwydd Addysgu	D	Ffurflen gais
1.3	Hyfforddiant ychwanegol – Cymorth Cyntaf yn y Gweithle. Team Teach, Signalong / Makaton ...	D	Ffurflen Gais
Profiad			
2.1	Profiad o weithio gyda dysgwyr mewn lleoliad addysg	H	Ffurflen Gais/ Cyfweliad
2.2	Profiad o gefnogi dysgwyr gydag anghenion dysgu ychwanegol a ddynodir o fewn Canolfan Adnoddau neu leoliad arbenigol	D	Ffurflen Gais/ Cyfweliad
Doniau a Sgiliau			
3.1	Gallu i ddangos brwdfrydedd ac ymroddiad personol i'r broses ddysgu	H	Ffurflen Gais/ Cyfweliad
3.2	Sgiliau rhyngpersonol rhagorol wrth weithio gyda dysgwyr ac oedolion mewn amgylchedd dysgu	H	Ffurflen Gais/ Cyfweliad
3.3	Gweithio'n adeiladol fel rhan o dîm, deall rolau a chyfrifoldebau ystafell ddosbarth a'ch sefyllfa eich hun ynddynt	H	Ffurflen Gais/ Cyfweliad
3.4	Gallu i weithio o fewn safonau proffesiynol	H	Ffurflen Gais/ Cyfweliad
3.5	Gwybodaeth o dechnoleg sylfaenol mewn cefnogi dysgu	H	Ffurflen Gais/ Cyfweliad
3.6	Gallu i asesu a dehongli gwybodaeth i gefnogi cymorth wedi ei dargedu	H	Ffurflen Gais/ Cyfweliad



3.7	Blaenoriaethu, cynllunio a threfnu eich hun	H	Ffurflen Gais/ Cyfweliad
3.8	Meddwl yn hyblyg ac yn greadigol i ragweld a datrys problemau	H	Ffurflen Gais/ Cyfweliad
3.9	Cefnogi wrth ddarparu'r profiad gorau oll i bob myfyriwr y dynodwyd fod ganddynt anghenion dysgu ychwanegol	H	Ffurflen Gais/ Cyfweliad
Diogelu			
4.1	Ymrwymiad i lesiant disgyblion, diogelu ac amddiffyn plant	H	Cyfweliad
4.2	Tystlythyrau cadarnhaol	H	Yn dilyn llunio'r rhestr fer
4.3	DBS Estynedig	H	Yn dilyn y cyfweliad

Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch os gwelwch yn dda â: Mrs Jade Wakley, Pennaeth yr Ysgol,
Pembrokeprimary@monmouthshire.gov.uk 01291 440920

Dyddiad cau: 12pm dydd Gwener 24 Mai