

Come and join the team!

ADVERT

ROLE TITLE: Statutory Officer for Children Looked After

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 legislation, processes and procedures relating to Children Looked After (CLA) and Additional Learning Needs (ALN) and the ability to deal calmly and efficiently with schools, families and external agencies. The role would include the management of case work relating to CLA and the ability to use IT management systems. This challenging, yet very rewarding role, will provide you with the chance to work within a friendly, forward-looking Inclusion Service.

POST ID: LLSIS104

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

GRADE: BAND I SCP 31 £39,168 – SCP 35 £43,421

HOURS: 37 hours p/wk

TEMPORARY: No

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE: 12pm Friday 17th May 2024

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: Statutory Officer for Children Looked After
PERMANENT

POST ID: LLSIS104

GRADE: BAND I SCP 31 £39,168 – SCP 35 £43,421

HOURS: 37 per week

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

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 and Vulnerable Learner Lead, Inclusion Service, Children and Young People's Directorate.

The Inclusion Service includes the Educational Psychology Service, Additional Learning Needs Service, Vulnerable Learner Lead, Healthy Settings Service and the Pupil Referral Service.

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable.

Monmouthshire Inclusion 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 Inclusion Service aims to provide a truly inclusive education system that recognises learners' starting points, strengths and educational needs. We work collaboratively to support settings to remove the barriers preventing full engagement, participation and access to learning.

Monmouthshire prides itself on being an inclusive authority which aims to enable children and young people to access an appropriate education within their local community. It is intended that all children and young people have the opportunity for positive experiences, high expectations and to achieve appropriate outcomes through a creative, person-centred approach to working with children and young people, their families and their schools.

The Inclusion Service is responsible for teams and services that provide support for vulnerable children and young people including those with additional learning needs (ALN), are looked after or care experienced. The Statutory ALN team oversees the ALN assessment process under the new ALN Code for Wales 2021. We work closely with schools, settings, 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 work proactively, responsively and creatively to support in enhancing the provision available to children and young people who are looked after to support their access to learning and improved wellbeing.

The role will include:

- Carrying out all relevant statutory duties relating to children and young people who are looked after, as described the Additional Learning Needs (ALN) and Education Tribunal Act (Wales) 2018 and associated Code and Children and Young Persons Act.
- Coordinating the efficient assessment and planning for children and young people who are looked after (CLA) and to provide oversight and undertake casework management for children and young people who require a statutory assessment.
- Supporting and working closely with the Vulnerable Learner Lead who holds the remit and responsibilities associated with the Looked After Children in Education officer (LACE) role.
- Working closely with the Educational Psychology Service, multi- disciplinary agencies, schools/settings and parents and carers
- Providing advice, support and training to schools and settings to ensure provision remains appropriate to meet the needs of pupils who are CLA who are placed within or outside of the county and those who are CLA to other LAs but attend MCC schools.
- Supporting the priorities of the Council and implementation of wider local and national policies and plans in relation to CLA and ALN.
- Supporting the development and implementation of policies and strategies relevant to CLA and ALN.

- Helping implement the local authority's strategies, policies and initiatives particularly those which impact on children and young people who are CLA, or care experienced.
- Working effectively with other LA 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 children and young people, schools, families/carers and multiagency professionals.

Expectation and Outcomes of this Role: -

- To support statutory assessment processes relating to CLA, in line with Monmouthshire and Welsh Government's policies and procedures. This includes writing high quality Personal Education Plan (PEP) Individual Development Plans (IDPs) and to support PEP reviews and the quality assurance of PEPs.
- To promote the use of person-centred approaches to improve the outcomes of children and young people who are looked after or care-experienced and their families/carers.
- To contribute towards devising and implementing systems, processes and policies relating to CLA.
- 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 with ALN and who are CLA.
- To promote the inclusion of CLA learners in MCC schools.
- 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 business development plan of the Inclusion Service.

Your responsibilities are: -

1. Support the Additional Learning Needs Service and Vulnerable Learner Lead in ensuring the statutory responsibilities around the ALNET Act 2018, Equality Act 2010 and Education Act are maintained.
2. The casework management of CLA who are undergoing statutory assessment including pupils in early years settings, and young people in post -16 or further education settings.
3. Working closely with designated CLA leads in schools/settings, social workers and foster carers to best meet the needs of CLA learners.
4. To draft and amend LA Individual Education Plans relevant to CLA (i.e. PEP IDPs) and Personal Education Plans (PEPs). This could include the conversion process from statements of SEN into PEP-IDPs in line with Welsh Government guidance, amendments of PEP-IDPs following review, amendment of PEP-IDPs for transition and adoption of Education Health Care

- Plans (ECHP) for children and young people transferring into the local authority.
5. To ensure that all statutory procedures are completed in line with statutory timelines.
 6. Attend Inclusion Panel meetings.
 7. To support and work closely with the Vulnerable Learner Lead (VLL) officer in the delivery of the Looked After Children in Education officer (LACE) remit.
 8. To work closely with the Early Years ALN Lead Officer to develop and maintain Early Years IDPs for CLA and the Early Years ALN service to support transition of preschool/ Nursery children who are CLA into school.
 9. To work closely with partners in Social Care and Health to ensure the needs of CLA are met and planning relating to CLA is undertaken in a timely and effective way. This will include overseeing school's completion and submission of non- ALN CLA, PEPs to the LA.
 10. To liaise with other agencies and attend multi-agency case conferences/meetings as appropriate.
 11. To support the VLL in the way the Welsh Government CLA LAC PDG grant is allocated and evaluated for impact.
 12. To support and as appropriate attend Personal Education plan (PEP) reviews and work to ensure the quality assurance of PEPs.
 13. To promote the inclusion of CLA learners in MCC schools and settings through supporting the VLL with training and sharing of good practice across the LA.
 14. To support the safeguarding of CLA learners in education.
 15. To support the maintenance of an accurate database of CLA learners placed both in and out of MCC.
 16. To work collaboratively with schools and other settings to effectively plan transition for all CLA pupils between key phases of their education.
 17. To work closely with schools /settings and other LA officers, where there are concerns about maintaining a school placement and contribute to resolving conflicting viewpoints by employing conflict resolution and mediation skills.
 18. To contribute to the preparation of information required for Tribunals.
 19. To monitor and track progress of CLA who are placed out of county.
 20. To contribute to the quality assurance audit of independent / out of county provision.
 21. To provide information to the Pupil Transport Unit with regard to home to school transport for CLA.
 22. To be a proactive member and provide information to LA Panels, SRB Network and regional groups.
 23. To participate in professionally relevant activities as directed by the line manager, including supervision and personal professional development.
 24. To support and implement the principles and practice of equality of opportunity as laid down by the Local Authority's Equal Opportunities Policy.
 25. To actively support and implement the Local Authority's health and safety and safeguarding policies and procedures.
 26. To undertake other tasks and activities commensurate with the post and as might be reasonably required by the Head of Service.

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

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
1.1 Educated to degree standard or equivalent in a relevant discipline	D	Application Form (S)
1.2 Have a working knowledge of ALN / CLA legislation, processes and procedures	E	Application Form
1.3 Knowledge of safeguarding and child protection procedures.	D	Application Form (S) /Interview
1.4 Knowledge and understanding of trauma informed approaches and the impact of adverse childhood experience.	D	Application Form (S) /Interview

2. Experience

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
2.1 Experience of working in an Additional Learning Needs capacity or with vulnerable groups in particular children looked after (CLA) and/ care experienced children or young people.	E	Application Form (S) /Interview
2.2 Have experience of working within a Local Authority, education settings or in a voluntary organisation.	D	Application Form /Interview
2.3 Experience of multi-agency working and of safeguarding.	D	Application Form

3. Aptitudes and Skills

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
3.1 Excellent communication skills at all levels	E	Application Form / Interview
3.2 The ability to prioritise own workload 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 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, children and young people, 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,
01633 644511 or Keeva McDermott, Vulnerable Learner Lead -
KeevaMcDermott@monmouthshire.gov.uk, 01633 748303

Closing Date: 12pm 17th May 2024

Interviews will be held on Thursday 23rd May 2024

WELSH LANGUAGE SKILLS FRAMEWORK

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

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

LEVEL 4

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

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

LEVEL 5

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

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



Dewch i ymuno â'r tîm!

HYSBYSEB

TEITL Y RÔL: Swyddog Statudol i Blant sy'n Derbyn Gofal

TESTUN YR HYSBYSEB:

Rydym yn chwilio am Swyddog Statudol brwdfrydig a phrofiadol i ymuno â'n tîm cyfeillgar a chefnogol. Mae'n rhaid i chi feddu ar wybodaeth ymarferol drylwyr o ddeddfwriaeth, prosesau a gweithdrefnau sy'n ymwneud â Phlant sy'n Derbyn Gofal ac Anghenion Dysgu Ychwanegol (ADY) a'r gallu i ymdrin yn bwylllog ac yn effeithlon ag ysgolion, teuluoedd ac asiantaethau allanol. Byddai'r rôl yn cynnwys rheoli gwaith achos yn ymwneud â Phlant sy'n Derbyn Gofal a'r gallu i ddefnyddio systemau rheoli TG. Bydd y rôl heriol ond gwerth chweil iawn hon yn rhoi cyfle i chi weithio mewn Gwasanaeth Cynhwysiant cyfeillgar, sy'n edrych i'r dyfodol.

RHIF ADNABOD Y SWYDD: LLSIS104

LLEOLIAD: Neuadd y Sir, Y Rhadyr, Brynbuga, NP15 1GA

GRADD: BAND I SCP 31 £39,168 – SCP 35 £43,421

ORIAU: 37 awr yr wythnos

DROS DRO: Nac Oes

A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd? Oes

DYDDIAD CAU: 12pm Mai 17 2024

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CVau

I wneud cais am y swydd hon, cwblhewch y ffurflen gais ar-lein sydd i'w gweld ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy -

- yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.
- yn gyflogwr Hyderus o ran Anabledd.
- yn gyflogwr sy'n gyfeillgar i'r Lluoedd Arfog.
- yn ystyriol o Awtistiaeth ac wedi ymrwymo i gael gwared ar y rhwystrau i gyflogaeth
- yn ymrwymedig i gefnogi pobl ifanc sy'n gadael ein gofal i fanteisio ar gyfleoedd newydd ac ennill profiad.

PROFFIL Y RÔL

TEITL Y RÔL: Swyddog Statudol i Blant sy'n Derbyn Gofal
PARHAOL

RHIF ADNABOD Y SWYDD: LLSIS104

GRADD: BAND I SCP 31 £39,168 – SCP 35 £43,421

ORIAU: 37 awr yr wythnos

PATRWM GWAITH: 37 awr yr wythnos o ddydd Llun i ddydd Gwener
(7.4 awr y dydd).
9am tan 5pm (Llun - Iau) 9am i 4.30pm (dydd Gwener)

LLEOLIAD: Neuadd y Sir, Brynbuga, NP15 1GA gyda hyblygrwydd i weithio gartref. Gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

GWIRIAD GWASANAETH DATGELU A GWAHARDD (GDG)

Mae penodi i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol i'r gwiriad GDG canlynol - Gwiriad Manwl gyda gwiriadau Rhestri Wedi'u Gwahardd i Blant/Oedolion.

YN ATEBOL I:

Prif Swyddog ADY ac Arweinydd Dysgwyr sy'n Agored i Niwed, Gwasanaeth Cynhwysiant, Plant a Cyfarwyddiaeth Pobl Ifanc.

Mae'r Gwasanaeth Cynhwysiant yn cynnwys y Gwasanaeth Seicoleg Addysg, Gwasanaeth Anghenion Dysgu Ychwanegol, Arweinydd Dysgwyr Bregus, Gwasanaeth Lleoliadau Iach a'r Gwasanaeth Atgyfeirio Disgyblion.

ASESIAD Y GYMRAEG: Sgiliau yn y Gymraeg yn ddymunol.

Gwasanaeth Cynhwysiant Sir Fynwy, Cyfarwyddiaeth Plant a Phobl Ifanc

DIOGELU:

Mae Diogelu 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 eu rhan mewn lles, diogelwch ac amddiffyniad 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:-

Nod y Gwasanaeth Cynhwysiant yw darparu system addysg wirioneddol gynhwysol sy'n cydnabod mannau cychwyn, cryfderau ac anghenion addysgol dysgwyr. Rydym yn gweithio ar y cyd i gefnogi lleoliadau i gael gwared ar y rhwystrau sy'n atal ymgysylltiad llawn, cyfranogiad a mynediad at ddysgu.

Mae Sir Fynwy yn ymfalchïo mewn bod yn awdurdod cynhwysol sy'n anelu at alluogi plant a phobl ifanc i gael mynediad at addysg briodol yn eu cymuned leol. Y bwriad yw i bob plentyn a pherson ifanc gael y cyfle i gael profiadau cadarnhaol, disgwyliadau uchel a chyflawni canlyniadau priodol drwy ddull creadigol, sy'n canolbwyntio ar yr unigolyn o weithio gyda phlant a phobl ifanc, eu teuluoedd a'u hysgolion.

Mae'r Gwasanaeth Cynhwysiant yn gyfrifol am dimau a gwasanaethau sy'n darparu cefnogaeth i blant a phobl ifanc sy'n agored i niwed, gan gynnwys y rhai sydd ag anghenion dysgu ychwanegol (ADY), sy'n derbyn gofal neu'n brofiadol o ran gofal. Mae'r tîm ADY Statudol yn goruchwyllo'r broses asesu ADY o dan God ADY newydd Cymru 2021. Rydym yn gweithio'n agos gydag ysgolion, lleoliadau, rhieni/gofalwyr ac asiantaethau eraill i ddarparu gwasanaeth sy'n canolbwyntio ar yr unigolyn, lle mae plant a phobl ifanc wrth wraidd popeth a wnawn.

Pwrpas y Rôl hon:-

Gweithio'n rhagweithiol, ymatebol a chreadigol i gefnogi gwella'r ddarpariaeth sydd ar gael i blant a phobl ifanc sy'n derbyn gofal, i gefnogi eu mynediad at ddysgu a gwell lles.

Bydd y rôl yn cynnwys:

- Cyflawni'r holl ddyletswyddau statudol perthnasol sy'n ymwneud â phlant a phobl ifanc sy'n derbyn gofal, fel y disgrifir yn Neddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg (Cymru) 2018 a'r Ddeddf Cod a Phlant a Phobl Ifanc cysylltiedig.
- Cydlynu'r asesiad a'r cynllunio effeithlon ar gyfer plant a phobl ifanc sy'n derbyn gofal ac i ddarparu goruchwyliaeth a rheoli gwaith achos ar gyfer plant a phobl ifanc sydd angen asesiad statudol.
- Cefnogi a gweithio'n agos gyda'r Arweinydd Dysgwyr sy'n Agored i Niwed sy'n meddu ar y cylch gwaith a'r cyfrifoldebau sy'n gysylltiedig â'r rôl Swyddog Plant Mewn Addysg sy'n Derbyngofal.
- Gweithio'n agos gyda'r Gwasanaeth Seicoleg Addysg, asiantaethau amlddisgyblaethol, ysgolion/lleoliadau a rhieni a gofalwyr
- Darparu cyngor, cefnogaeth a hyfforddiant i ysgolion a lleoliadau i sicrhau bod y ddarpariaeth yn parhau i fod yn briodol i ddiwallu anghenion disgyblion sy'n Blant sy'n Derbyngofal, sydd wedi'u lleoli yn y sir neu'r tu allan iddi, a'r rhai sy'n Blant sy'n Derbyngofal i Awdurdodau Lleol eraill ond sy'n mynychu ysgolion Cyngor Sir Fynwy.
- Cefnogi blaenoriaethau'r Cyngor a gweithredu polisïau a chynlluniau lleol a chenedlaethol ehangach mewn perthynas â Phlant sy'n Derbyngofal ac ADY.
- Cefnogi datblygu a gweithredu polisïau a strategaethau sy'n berthnasol i Blant sy'n Derbyngofal ac ADY.
- Helpu i weithredu strategaethau, polisïau a mentrau'r awdurdod lleol, yn enwedig y rhai sy'n effeithio ar blant a phobl ifanc sy'n Blant sy'n Derbyngofal, neu sydd â phrofiad o ofal.

- Gweithio'n effeithiol gyda swyddogion eraill yr ALI ac asiantaethau statudol eraill i gefnogi'r awdurdod lleol i weithredu ei ddyletswyddau statudol a chodi safonau.
- Defnyddio sgiliau rhyngpersonol cadarnhaol i gyfathrebu â phlant a phobl ifanc, ysgolion, teuluoedd/gofalwyr a gweithwyr proffesiynol amlasiantaethol.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

- Cefnogi prosesau asesu statudol sy'n ymwneud â Phlant sy'n Derbyn Gofal, yn unol â pholisïau a gweithdrefnau Sir Fynwy a Llywodraeth Cymru. Mae hyn yn cynnwys ysgrifennu Cynlluniau Addysg Personol (CAPau), Cynlluniau Datblygu Unigol (CDUau), o ansawdd uchel ac i gefnogi adolygiadau CAPau a sicrhau ansawdd CAPau.
- Hyrwyddo'r defnydd o ddulliau sy'n canolbwyntio ar yr unigolyn i wella canlyniadau plant a phobl ifanc sy'n derbyn gofal neu sydd â phrofiad o ofal a'u teuluoedd/gofalwyr.
- Cyfrannu tuag at ddyfeisio a gweithredu systemau, prosesau a pholisïau sy'n ymwneud â Phlant sy'n Derbyn Gofal.
- Datblygu sgiliau a gwybodaeth drwy gymryd rhan mewn goruchwyliaeth a hyfforddiant fel rhan o ddatblygiad proffesiynol parhaus.
- Gweithio mewn ffordd greadigol a hyblyg i hyrwyddo canlyniadau cadarnhaol i blant a phobl ifanc sydd ag ADY ac sy'n Blant sy'n Derbyn Gofal.
- Hyrwyddo cynnwys dysgwyr sy'n Blant sy'n Derbyn Gofal mewn ysgolion Cyngor Sir Fynwy.
- Cynrychioli'r gwasanaeth mewn amrywiaeth o baneli awdurdodau lleol ac amlasiantaethol, grwpiau datblygu, fforymau a chyfarfodydd cysylltiedig, o fewn a thu allan i Sir Fynwy, yn unol â chynllun datblygu busnes y Gwasanaeth Cynhwysiant.

Bydd eich cyfrifoldebau'n cynnwys:-

1. Cefnogi'r Gwasanaeth Anghenion Dysgu Ychwanegol a'r Swyddog Arweiniol Dysgwyr sy'n Agored i Niwed i sicrhau bod y cyfrifoldebau statudol o amgylch Deddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg 2018, Deddf Cydraddoldeb 2010 a'r Ddeddf Addysg yn cael eu cynnal.
2. Rheoli gwaith achos Plant sy'n Derbyn Gofal, sy'n cael asesiad statudol gan gynnwys disgyblion mewn lleoliadau blynyddoedd cynnar, a phobl ifanc mewn lleoliadau ôl-16 neu addysg bellach.
3. Gweithio'n agos gydag arweinwyr Plant sy'n Derbyn Gofal dynodedig mewn ysgolion/leoliadau, gweithwyr cymdeithasol a gofalwyr maeth i ddiwallu orau anghenion dysgwyr sy'n Blant sy'n Derbyn Gofal.
4. Drafftio a diwygio Cynlluniau Addysg Unigol yr ALI sy'n berthnasol i Blant sy'n Derbyn Gofal (h.y. CDUau a CAPau). Gallai hyn gynnwys y broses drosi o ddatganiadau AAA i fod yn CAP-CDU yn unol â chanllawiau Llywodraeth Cymru, gwelliannau i CAP-CDU yn dilyn adolygiad, diwygio Cynlluniau Asesu Amddifadedd Addysgol ar gyfer trosglwyddo a mabwysiadu Cynlluniau Gofal Iechyd Addysg ar gyfer plant a phobl ifanc sy'n trosglwyddo i'r awdurdod lleol.
5. Sicrhau bod yr holl weithdrefnau statudol yn cael eu cwblhau yn unol â llinellau amser statudol.
6. Mynychu cyfarfodydd Panel Cynhwysiant.

7. Cefnogi a gweithio'n agos gyda'r Swyddog Arweiniol Dysgwyr sy'n Agored i Niwed wrth gyflawni'r cylch gwaith swyddog Plant Mewn Addysg sy'n Derbyn Gofal.
8. Gweithio'n agos gyda'r Swyddog Arweiniol ADY Blynyddoedd Cynnar i ddatblygu a chynnal CDU Blynyddoedd Cynnar ar gyfer Plant sy'n Derbyn Gofal a'r gwasanaeth ADY Blynyddoedd Cynnar i gefnogi trosglwyddo plant cyn ysgol/Meithrin sy'n Blant sy'n Derbyn Gofal i'r ysgol.
9. Gweithio'n agos gyda phartneriaid mewn Gofal Cymdeithasol ac lechyd i sicrhau bod anghenion Plant sy'n Derbyn Gofal yn cael eu diwallu a bod cynllunio sy'n ymwneud â Phlant sy'n Derbyn Gofal yn cael ei wneud mewn modd amserol ac effeithiol. Bydd hyn yn cynnwys goruchwyllo cwblhau a chyflwyno CAP Plant sy'n Derbyn Gofal nad yw'n ADY yr ysgol i'r ALI.
10. Cysylltu ag asiantaethau eraill a mynychu cynadleddau/cyfarfodydd achos amlasiantaethol fel y bo'n briodol.
11. I gefnogi'r Swyddog Arweiniol Dysgwyr sy'n Agored i Niwed yn y ffordd y mae grant Plant sy'n Derbyn Gofal, Plant Mewn Addysg sy'n Derbyn Gofal a'r Grant Datblygu Disgyblion Llywodraeth Cymru yn cael ei ddyrannu a'i werthuso o ran ei effaith.
12. I gefnogi ac fel y bo'n briodol, mynychu adolygiadau a gwaith y Cynllun Addysg Personol (CAPau).
13. Hyrwyddo cynnwys dysgwyr sy'n Blant sy'n Derbyn Gofal mewn ysgolion a lleoliadau Cyngor Sir Fynwy drwy gefnogi'r Swyddog Arweiniol Dysgwyr sy'n Agored i Niwed gyda hyfforddiant a rhannu arfer da ar draws yr ALI
14. Cefnogi diogelu dysgwyr sy'n Blant sy'n Derbyn Gofal mewn addysg.
15. I gefnogi cynnal cronfa ddata gywir o ddysgwyr sy'n Blant sy'n Derbyn Gofal sydd wedi'u lleoli o fewn a'r tu allan i Gyngor Sir Fynwy.
16. Gweithio ar y cyd ag ysgolion a lleoliadau eraill i gynllunio pontio yn effeithiol ar gyfer pob disgybl sy'n Blant sy'n Derbyn Gofal rhwng cyfnodau allweddol eu haddysg.
17. Gweithio'n agos gydag ysgolion/lleoliadau a swyddogion eraill yr ALLau, lle mae pryderon ynghylch cynnal lleoliad ysgol a chyfrannu at ddatrys safbwyntiau sy'n gwrthdaro drwy ddefnyddio sgiliau datrys gwrthdaro a chyfryngu.
18. Cyfrannu at baratoi gwybodaeth sy'n ofynnol ar gyfer Tribiwnlysoedd.
19. Monitro ac olrhain cynnydd Plant sy'n Derbyn Gofal sy'n cael eu lleoli y tu allan i'r sir.
20. Cyfrannu at archwiliad sicrwydd ansawdd darpariaeth annibynnol / y tu allan i'r sir.
21. Darparu gwybodaeth i'r Uned Cludiant Disgyblion mewn perthynas â chludiant o'r cartref i'r ysgol ar gyfer Plant sy'n Derbyn Gofal.
22. Bod yn aelod rhagweithiol a darparu gwybodaeth i Baneli ALLau, Rhwydwaith CAA a grwpiau rhanbarthol.
23. Cymryd rhan mewn gweithgareddau proffesiynol perthnasol fel y cyfarwyddir gan y rheolwr llinell, gan gynnwys goruchwyllo a datblygiad proffesiynol personol.
24. Cefnogi a gweithredu egwyddorion ac arferion cyfle cyfartal fel y nodir ym Mholisi Cyfle Cyfartal yr Awdurdod Lleol.
25. Cefnogi a gweithredu polisiau a gweithdrefnau iechyd a diogelwch a diogelu'r Awdurdod Lleol yn weithredol.
- 26.** Ymgymryd â thasgau a gweithgareddau eraill sy'n gymesur â'r swydd ac fel sy'n ofynnol yn rhesymol gan y Pennaeth Gwasanaeth.

Dyma beth y gallwn ei rhoi i chi:-

- Cyfleoedd i weithio ochr yn ochr â thîm cyfeillgar, cefnogol, gan weithio ar adeg gyffrous o newid i'r gwasanaeth.
- Goruchwyliaeth, DPP a chyfleoedd eraill i fynd i'r afael ag anghenion datblygu unigolion a gwasanaethau ac i ddatblygu meysydd o ddi-ddordeb arbenigol.
- Cyfleoedd ar gyfer trefniadau gweithio hyblyg ac o bell sy'n cefnogi cydbwysedd iach rhwng bywyd a gwaith.
- Rhaglen gorfforaethol o sefydlu a hyfforddiant.
- Cyfle i ddatblygu sgiliau iaith Gymraeg.
- Y cyfle i weithio mewn lleoliad deniadol sydd gan fwyaf yn ardal wledig.

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw:

Bod yn agored:	Rydym yn anelu at fod yn agored ac yn onest er mwyn datblygu perthynas ymddiriedus.
Tegwch:	Rydym yn anelu at ddarparu dewis, cyfleoedd a phrofiadau teg a dod yn sefydliad a adeiladwyd ar gyd-barch.
Hyblygrwydd:	Rydym yn anelu at fod yn hyblyg yn ein ffordd o feddwl a gweithredu er mwyn dod yn sefydliad effeithiol ac effeithlon.
Gwaith Tîm:	Rydym yn anelu i weithio gyda'n gilydd i rannu ein llwyddiannau a methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.
Caredigrwydd:	Byddwn yn dangos caredigrwydd i bawb yr ydym 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 ogystal:

Mae pob gweithiwr yn gyfrifol am gynnal eu hunain mewn modd sy'n cydymffurfio â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu polisi Gweithle Di-fwg ac mae'n rhaid i bob cyflogai cydymffurfio â hyn.

Manyleb Person

Sut y byddwn yn gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus, byddwch wedi dangos eich bod â'r canlynol:-

1. Addysg/Cymwysterau/Gwybodaeth

Gofyniad	Hanfodol neu Ddymunol	Sut y profir - defnyddir (RhF) yn ystod creu'r rhestr fer
1.1 Addysgwyd i safon gradd neu gyfwerth mewn disgyblaeth berthnasol	D	Ffurflen Gais (RhF)
1.2 Gwybodaeth weithredol o ddeddfwriaeth, prosesau a gweithdrefnau ADY / Plant sy'n Derbyn Gofal	H	Ffurflen Gais
1.3 Gwybodaeth am weithdrefnau diogelu ac amddiffyn plant.	D	Ffurflen Gais (RhF) / Cyfweliad
1.4 Gwybodaeth a dealltwriaeth o ddulliau sy'n seiliedig ar drawma ac effaith profiad niweidiol yn ystod plentyndod.	D	Ffurflen Gais (RhF) / Cyfweliad

2. Profiad

Gofyniad	Hanfodol neu Ddymunol	Sut y profir - defnyddir (RhF) yn ystod creu'r rhestr fer
2.1 Profiad o weithio mewn rôl Anghenion Dysgu Ychwanegol neu gyda grwpiau agored i niwed yn enwedig Plant sy'n Derbyn Gofal a/neu blant neu bobl ifanc sydd â phrofiad o ofal.	H	Ffurflen Gais (RhF) / Cyfweliad
2.2 Profiad o weithio o fewn Awdurdod Lleol, lleoliadau addysg neu mewn sefydliad gwirfoddol.	D	Ffurflen Gais / Cyfweliad
2.3 Profiad o weithio amlasiantaethol a diogelu.	D	Ffurflen Gais

3. Doniau a Sgiliau

Gofyniad	Hanfodol neu Ddymunol	Sut y profir - defnyddir (RhF) yn ystod creu'r rhestr fer
3.1 Sgiliau cyfathrebu rhagorol ar bob lefel	H	Ffurflen Gais / Cyfweliad
3.2 Y gallu i flaenoriaethu llwyth gwaith eich hun a nodi problemau y gallai fod angen i eraill eu cymryd gan eraill	H	Ffurflen Gais (RhF) / Cyfweliad
3.3 Gallu gweithio i gynllun y cytunwyd arno	H	Ffurflen Gais (RhF) / Cyfweliad

3.4 Gallu gweithio i amserlenni penodol	H	Cyfweliad
3.5 Cymryd rhan mewn hyfforddiant parhaus	H	Ffurflen Gais (RhF) / Cyfweliad
3.6 Cefnogi gweithdrefnau amddiffyn a diogelwch plant	H	Ffurflen Gais (RhF) / Cyfweliad
3.7 Sgiliau TGCh effeithiol ac effeithlon, yn enwedig gyda MS Word ac Excel	H	Ffurflen Gais (RhF) / Cyfweliad
3.8 Y gallu i gyfathrebu yn Gymraeg Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant iaith Gymraeg i staff sy'n cael ei ariannu gan y Cyngor. Caiff hyn ei weithredu os bydd angen am sgiliau Gymraeg yn y rôl.	D	Ffurflen Gais / Cyfweliad

4. Nodweddion Personol

Gofyniad	Hanfodol neu Ddymunol	Sut y profir - defnyddir (RhF) yn ystod creu'r rhestr fer
4.1 Ymagwedd ofalgar tuag at bobl a'r gallu i ymdrin yn bwylllog â gwahanol sefyllfaoedd	H	Cyfweliad
4.2 Datblygu perthynas dda gyda rhieni, plant a phobl ifanc, a chydweithwyr	H	Cyfweliad
4.3 Deall a pharchu egwyddorion cyfrinachedd	H	Cyfweliad

5. Arbennig

Gofyniad	Hanfodol neu Ddymunol	Sut y profir - defnyddir (RhF) yn ystod creu'r rhestr fer
5.1 Y gallu i weithio'n hyblyg i ddiwallu anghenion y Gwasanaeth	H	Cyfweliad
5.2 Trwydded yrru gyfredol a defnydd o gar.	H	Ffurflen Gais / Cyfweliad

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â'r canlynol:

Jacquelyn Elias, Prif Swyddog ADY- JacquelynElias@monmouthshire.gov.uk,
01633 644511 neu Keeva McDermott, Arweinydd Dysgwyr Agored i Niwed -
KeevaMcDermott@monmouthshire.gov.uk, 01633 748303

Dyddiad Cau: 12pm Mai 17 2024

Mae'n debygol y bydd cyfweliadau'n cael eu cynnal ar: Mai 23 2024.

FFRAMWAITH SGILIAU IAITH GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol. ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth. 	<ul style="list-style-type: none"> ➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod. ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad.

LEFEL 3:

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

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. ➤ Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad. ➤ Gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg fel bo'r angen.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ➤ Yn gallu cynhyrchu gohebiaeth o bob math, adroddiadau, dogfennau a llenyddiaeth byr gyda chymorth cymhorthion cyfieithu Cymraeg ee. Cysgeir, 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 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 fyrfyfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth. ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.