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| **Cyfieithydd y Gymraeg**  **Cyfeirnod y swydd:**  **Lleoliad: Ysgol Dinas Brân**  **Cyflog: Grade 7, £**  **Oriau: 37**  **Parhaol, Yn ystod y tymor yn unig**  **I ddechrau 3ydd o Fedi 2018**  **Swydd Allanol** |  | **Welsh Translator**  **Job reference:**  **Location: Ysgol Dinas Brân**  **Salary: Grade 7, £**  **Hours: 37**  **Permanent, Term Time Only**  **Commencing 3rd September 2018**  **External Vacancy** |
| Mae’r Llywodraethwyr yn chwilio am Gyfieithydd llawn amser i ymuno â’r Staff Cefnogi yn Ysgol Dinas Brân. Bydd yr ymgeisydd llwyddiannus yn gallu cyfieithu amrywiaeth o ddogfennau o’r Saesneg i’r Gymraeg ac o’r Gymraeg i’r Saesneg. Bydd rhain yn cynnwys Cynlluniau Gwaith, cylchlythyrau, deunyddiau arddangos, gohebiaeth ac adnoddau cwricwlwm.  Bydd yr ymgeisydd llwyddiannus yn deall pwysigrwydd cyfrinachedd, yn drefnus, yn gallu gweithio i derfynau amser, yn hyddysg ar gyfrifiadur ac yn gallu defnyddio meddalwedd Microsoft office.  Yn ogystal â’r dyletswyddau hyn bydd yn ofynnol darparu dyletswyddau yn y dderbynfa a goruchwyliaeth amser egwyl.  Mae gan Ysgol Dinas Brân ymrwymiad i ddiogelu a hybu lles plant a phobl ifanc a disgwylir i holl staff a gwirfoddolwyr rannu’r ymrwymiad hwn. Bydd yn ofynnol i holl ymgeiswyr llwyddiannus ymgymryd â Datgeliad Pellach trwy’r DBS.  Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch y Pennaeth Dros Dro, Mr Hatch ar 01978 860 669.  Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am ddulliau eraill o wneud cais, cysylltwch â’r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.  Dylai CVs gael eu hatodi gyda Ffurflen Gais Cyngor Sir Ddinbych. Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael eu ystyried. Mae’n ddrwg gennym nad allwn ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i’r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.  **Dyddiad Cau: 15fed Gorffennaf 2018**  **Cyfweliadau: 18fed Gorffennaf 2018** |  | The Governors are looking for a full time Translator to join the Support Staff at Ysgol Dinas Brân. The successful applicant will be able to translate a variety of documents from English to Welsh and Welsh to English. These include Schemes of Work, newsletters, display materials, correspondence and curriculum resources.  The successful applicant will understand the importance of confidentiality, be well organised, able to work to deadlines, be computer literate and be able to use Microsoft office applications.  In addition to these duties there will be a requirement to provide reception cover and breaktime supervision duties of students.  Ysgol Dinas Brân has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Disclosure via the DBS.  If you would like to discuss any aspect of the post, please call the Acting Headteacher, Mr Mark Hatch on 01978 860669.  If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on  01824 706101.  CVs must be accompanied by a completed Denbighshire County Council Application form. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.  **Closing Date: 15th July 2018**  **Interview to take place on 18th July 2018** |
| **Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a’i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.** |  | **Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.** |

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| |  |  | | --- | --- | | **CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD** | | | **Teitl y Swydd:** | **Cyfieithydd** | | **Graddfa:** | **Saith** | | **Gwasanaeth** | **Ysgol Dinas Brân** | | **Maes Gwasanaeth:** | **Addysg** | | **Cyfrifol i:** | **Pennaeth** | | **Swydd I.D / Dyddiad cyhoeddi:** |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **Pwrpas y Swydd** | | Darparu gwasanaeth Cyfieithu (Saesneg/Cymraeg) cywir, effeithiol ac effeithlon i’r holl adrannau yn yr ysgol uwchradd a’i hysgolion bwydo cynradd.  Darparu cymorth clerigol i’r Pennaeth a’r Uwch Dim Rheoli. | | **Prif Gyfrifoldebau ac Atebolrwydd** | | Cyfieithu dogfennau o’r Saesneg i’r Gymraeg ac o’r Gymraeg i’r Saesneg gan gynnwys amrywiaeth llawn o ddeunyddiau ac adnoddau cwricwlwm, polisïau, dogfennau ysgol, adroddiadau, cofnodion, cylchlythyrau, bwletinau, taflenni, ffurflenni a llythyrau, deunyddiau cyfrifiadurol/ Power point a deunyddiau arddangos.  Cyfieithu gwybodaeth a dogfennau cyfrinachol, gan sicrhau bod cyfrinachedd yn cael ei gynnal.  Bod yn ymwybodol o’r gynulleidfa darged ar gyfer y gwaith a gyfieithir, gan sicrhau bod arddull ieithyddol addas yn cael ei ddefnyddio wrth gyfieithu.  Sicrhau bod deunyddiau ac adnoddau cwricwlwm yn cael eu cyfieithu ar lefel ieithyddol gywir ar gyfer y disgyblion fydd yn ei ddefnyddio.  Sicrhau cysondeb mewn cyfieithiadau drwy wneud ymchwil a chynnal cronfa ddata o dermau a gwybodaeth ynglŷn â’r iaith Gymraeg a chyfieithu.  Cyfathrebu gyda defnyddwyr y gwasanaeth cyfieithu i sicrhau bod eu hanghenion yn cael eu hateb.  Prawf ddarllen a golygu gwaith eraill, gan roi cyngor am faterion ieithyddol.  Cymryd cyfrifoldeb am flaenoriaethu a threfnu’r llwyth gwaith  Cymryd rhan mewn trafodaethau gydag aelodau eraill o’r uned gyfieithu a gwneud cyfraniad positif tuag at ddatblygiad yr uned gyfieithu. Cyfathrebu’n rheolaidd gydag aelodau eraill yr uned gyfieithu i gyd-drefnu gwaith yr uned. Cysylltu â chyhoeddwyr i drafod materion hawlfraint a thrafod ffioedd.  Rhoi cyngor i athrawon a staff ategol ar y defnydd o’r Gymraeg.  Gwneud ymchwil i ddiweddaru eich gwybodaeth o gyflwyniad terminoleg newydd i’r iaith Gymraeg a chyfrannu tuag at drafodaethau proffesiynol gyda chyfieithwyr eraill.  Cynhyrchu’r holl ddeunydd cyfieithu’n electronig.  Ymgymryd â thasgau clerigol o dan gyfarwyddyd Cynorthwyydd y Pennaeth.  Darparu cymorth clerigol/gweinyddol cyffredinol e.e. teipio, ffeilio, ffacsio, cwblhau ffurflenni safonol, ymateb i gyfathrebiad rheolaidd  Cynnal cofnodion cyfrifiadurol/ rheoli systemau gwybodaeth  Cynhyrchu rhestrau/gwybodaeth/data yn ôl yr angen e.e. data’r disgyblion  Cwblhau tasgau teipio a phrosesu geiriau a thasgau TG eraill  Cadw cofnodion mewn cyfarfodydd  Cwblhau gweithdrefn weinyddol yn ôl cyfarwyddyd rheolwr llinell  Bod yn ymwybodol o bolisïau a gweithdrefnau ynglŷn ag amddiffyn plant, iechyd, diogelwch, cyfrinachedd ac amddiffyn data a chydymffurfio a’r polisïau hyn, gan adrodd unrhyw bryderon i berson addas.  Cyfrannu at ethos/gwaith/amcanion cyffredinol yr ysgol  Mynychu a chymryd rhan mewn cyfarfodydd yn ôl yr angen  Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu a datblygiad perfformiad fel bo’r angen. | | **Archwiliadau Cyflogaeth / Gofynion Penodol** | | Dylai deilydd y swydd gael gradd anrhydedd mewn Cymraeg neu bwnc perthnasol arall. Mae cymhwyster pellach mewn cyfieithu neu aelodaeth gyda mudiad proffesiynol ar gyfer cyfieithwyr yn ddymunol.  Mae angen lefel uchel o allu yn y defnydd o’r Saesneg a’r Gymraeg gyda sgiliau cyfieithu ardderchog. Bydd angen sgiliau TGCh ardderchog a’r gallu i deipio’n gyflym ac yn gywir. Mae’r gallu i flaenoriaethu, rheoli’r llwyth gwaith a gweithio mewn dull disgybledig a threfnus yn angenrheidiol. Bydd ganddo ef/hi sgiliau rhyngberson ardderchog er mwyn cyfathrebu a’r staff.  Mae gwybodaeth drylwyr o’r ysgol a’r cyd-destun gweithredol yn ddymunol. | |  | |  | | **Gweledigaeth / Cyd-destun** | | Mae’r swydd hon yn ffurfio rhan o uned gyfieithu gydag un cyfieithydd wedi’i gosod mewn pedair ysgol uwchradd. Mae’r uned yn darparu gwasanaeth cyfieithu cynhwysfawr i staff yn y bedair canolfan. Disgwylir i chi gael gallu arbennig yn y Gymraeg a’r Saesneg ar gyfer y swydd hon. | | |  | | | | | | |
| **CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN** | | | | | |
| Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o’r meini prawf hanfodol (â’r meini prawf dymunol lle bo’n berthnasol). | | | | | |
| **Teitl y Swydd:** | | **Cyfieithydd** | | | |
| **Gwasanaeth:** | | **Ysgol Dinas Brân** | | | |
| **Graddfa:** | | **Saith** | | | |
| **MEINI PRAWF** | | **HANFODOL** | | **DYMUNOL** | **DULL ASESU**  **Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda / Arall** |
| **i.**  **ADDYSG A CHYMWYSTERAU** | | Gradd anrhydedd yn y Gymraeg neu bwnc perthnasol arall | | Cymhwyster pellach mewn cyfieithu  Aelodaeth o Gymdeithas Cyfieithwyr Cymru neu gymhwyster cyfatebol | Ffurflen gais |
| **ii.**  **PROFIAD PERTHNASOL** | | Profiad o waith Gweinyddol. | | Profiad o gyfieithu ar y pryd  Profiad sylweddol o gyfieithu o’r Saesneg i’r Gymraeg ac o’r Gymraeg i’r Saesneg | Ffurflen gais a chyfweliad |
| **iii.**  **GWYBODAETH A SGILIAU SY’N YMWNEUD Â’R GWAITH** | | Sgiliau cyfieithu rhagorol  Y gallu i gyfieithu yn ôl natur y gynulleidfa darged  Sgiliau TGCh o safon uchel a’r gallu i deipio’n gyflym ac yn gywir    Y gallu i weithio’n fanwl gywir gan roi sylw gofalus iawn i gywirdeb  Sgiliau trefnu a rheoli amser rhagorol | | Gwybodaeth am feddalwedd cof cyfieithu a phrofiad o’i ddefnyddio  Gallu i gyfieithu ar y pryd o’r Gymraeg i’r Saesneg | Ffurflen gais, cyfweliad, proses ddethol a geirda |
| **iv.**  **PRIODWEDDAU PERSONOL** | | Dealltwriaeth ac ymwybyddiaeth o weithio gyda phlant a phobl ifanc gydag ymrwymiad i ddiogelu a hyrwyddo eu lles.  Gallu i flaenoriaethu a threfnu llwyth gwaith personol gan flaenoriaethu a gweithio mewn modd disgybledig a threfnus  Sgiliau rhyngbersonol a chyfathrebu rhagorol | |  | Ffurflen gais, cyfweliad a geirda |
| **v.**  **GOFYNION ERAILL** | | Parodrwydd i ddatblygu’n broffesiynol a derbyn hyfforddiant pellach yn ôl yr angen.  Parodrwydd i fod yn rhan o gymuned yr ysgol | |  | Ffurflen gais, cyfweliad a geirda |

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| **DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION** | | |
| **Job Title:** | **Translator** | |
| **Grade** | **Seven** | |
| **Service:** | **Ysgol Dinas Brân** | |
| **Service Area:** | **Education** | |
| **Responsible to:** | **Headteacher** | |
| **Job ID Number / Date Issued:** |  | |
| **Job Purpose** | |
| To provide an accurate, effective and efficient translation service (English / Welsh) to all departments within the secondary school and its feeder primary schools.  To provide clerical assistance to the Headteacher and Senior Leadership Team | |
| **Principal Accountabilities and Responsibilities** | |
| Translation of documents from English to Welsh and Welsh to English including the full range of curriculum materials and resources, policies, school documents, reports, minutes, newsletters, bulletins, leaflets, forms and letters Power points/computer based materials and display materials.  Translation of confidential information and documents, ensuring that confidentiality is maintained.  To be aware of the target audience for work that is translated, ensuring that the appropriate linguistic register is used when translating.  To ensure that curriculum materials and resources are translated at an appropriate linguistic level for the pupils for whom it is intended.  To ensure consistency in translation by researching and maintaining a data base of terminology and information relating to the Welsh language and translation.  To communicate with the users of the translation service to ensure that their needs are being met.  To proof read and edit the work of others, giving advice on linguistic matters.  To take responsibility for prioritising and organising the workload.  To take part in discussions with other members of the translation unit and to make a positive contribution to the development of the translation service. To communicate regularly with other members of the translation unit to co-ordinate the work of the unit. To contact publishers to discuss copyright issues and negotiate fees.  Provide advice to teachers and support staff on the use of Welsh.  To keep up to date with the introduction of new terminology into the Welsh language and to contribute to professional discussions with other translators.  To produce all translation material electronically.  Undertake clerical tasks as directed by Heads PA.  Provide general clerical/admin. support e.g. typing, filing, faxing, complete standard forms, respond to routine correspondence  Maintain manual and computerised records/management information systems  Produce lists/information/data as required e.g. pupils data  Undertake typing and word-processing and other IT based tasks  Take notes at meetings  Undertake administrative procedures as directed by line manager.  Be aware of and comply with policies and procedures relating to 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  Attend and participate in relevant meetings as required  Participate in training and other learning activities and performance development as required | |
| **Employment Checks/ Specific Requirements** | |
| The postholder should possess an honours degree in Welsh or another relevant subject. A further qualification in translation and membership of a professional organisation for translators is desirable.  A high level of competency in the use of both English and Welsh is required together with excellent translation skills. Excellent ICT skills are required and the ability to type quickly and accurately. The ability to prioritise, manage the workload and to work in a disciplined and organised manner is essential. He/she must possess excellent interpersonal skills to communicate with staff.  A thorough working knowledge of the school and the context in which it operates is desirable. | |
| **Vision/Context** | |
| This post forms part of a translation unit with one translator based at each of four secondary schools. The unit provides a comprehensive translation service to staff at all four centres. The post demands an excellent grasp of both the Welsh and English languages. | |

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| **DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION** | | | | |
| The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable). | | | | |
| **Post Title:** | | **Translator** | | |
| **Service** | | **Ysgol Dinas Brân** | | |
| **Grade:** | | **Seven** | | |
| **CRITERIA** | **ESSENTIAL** | | **DESIRABLE** | **METHOD OF ASSESSMENT**  **Application Form/ Interview/ Presentation/ References/Other** |
| **i.**  **EDUCATION & QUALIFICATIONS** | Honours Degree in Welsh or a relevant subject | | Further qualifications in translation  Member of the  Association of Welsh Translators or equivalent qualification | Application Form |
| **ii.**  **RELEVANT EXPERIENCE** | Experience of Administrative work. | | Previous experience of simultaneous translation  Substantial experience of translating from English to Welsh and Welsh to English | Application Form and Interview |
| **iii.**  **INFORMATION AND SKILLS RELEVANT TO THE WORK** | Excellent translation skills  The ability to translate according to the nature of  the target audience  High standard of ICT skills and the ability to type quickly and accurately  The ability to proof read work accurately.  Excellent organisational skill and time keeping | | Experience of translation memory software and experience of its use  The ability to translate simultaneously from Welsh to English | Application Form, Interview, Selection Process and References |
| **iv.**  **PERSONAL QUALITIES** | Have an understanding and awareness of working with children and young people with commitment to safeguarding and promoting their welfare.  The ability to prioritise and organise their personal workload and working in a disciplined and organised manner  Excellent interpersonal and communication skills | |  | Application Form, Interview and References |
| **v.**  **OTHER REQUIREMENTS** | Willingness to develop professionally and to take further training as required  Willingness to be part of the school community | |  | Application Form, Interview and References |