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| **Cymhorthydd Dysgu Cyfrwng Cymraeg**  **Cyfeirnod y swydd:**  **Lleoliad: Ysgol Dinas Brân**  **Cyflog: Gradd 2**  **Oriau: 30 awr yr wythnos**  **Parhaol / Adeg y Tymor yn unig**  **Swydd Allanol** |  | **Welsh Medium Teaching Assistant**  **Job reference:**  **Location: Ysgol Dinas Brân**  **Salary: Grade. Grade 2**  **Hours: 30 hours**  **Permanent / Term time only.**  **External vacancy** |
| Mae Ysgol Dinas Brân angen Cymhorthydd Dysgu Cyfrwng Cymraeg.  Mae’r rôl amrywiol hon o fewn prif ffrwd yr ysgol yn cefnogi disgyblion gydag anghenion dysgu neu ymddygiad ychwanegol. Bydd yr ymgeisydd llwyddiannus yn cefnogi disgyblion unigol a grwpiau o fewn dosbarthiadau o dan arweiniad a goruchwyliaeth yr athro/athrawes dosbarth.  Byddai profiad o weithio gyda plant a/neu dyslecsia yn fanteisiol.  **Mae’r gallu i gyfathrebu yn y Gymraeg yn hanfodol.**  Mae gan Ysgol Dinas Brân ymrwymiad i ddiogelu a hyrwyddo lles plant a phobl ifanc a disgwylir i holl staff a gwirfoddolwyr rannu’r ymrwymiad hwn. Rhaid i holl ymgeiswyr llwyddiannus ymgymryd â Datgeliad Manylach trwy’r DBS.  Os hoffech drafod unrhyw agwedd o’r swydd, ffoniwch Mr Hatch ar 01978 860669.  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.  Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae’n ddrwg gennym nad ydym yn gallu 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: 18fed Hydref 2017** |  | Ysgol Dinas Brân require a Welsh MediumTeaching Assistant.  This varied role will be within the mainstream school supporting pupils who have additional learning or behavioural needs. The successful candidate will support both individual pupils and groups within classes under the guidance and supervision of the class teacher.  Experience with working with children and/or dyslexia would be advantageous.  **The ability to communicate in Welsh is essential.**  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 Mr 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.  Candidates must complete our application form to be considered. 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: 18th October 2017** |
| **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.** |

**CYNGOR SIR DDINBYCH**

**SWYDD-DDISGRIFIAD**

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| **Teitl y Swydd: Cymhorthydd Dysgu Cyffredinol Lefel 1** |
| **Graddfa: 2** |
| **Gwasanaeth: Ysgolion** |
| **Yn gyfrifol i: Pennaeth** |
| **Swydd I.D / Dyddiad cyhoeddi: 1231** |

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| **Pwrpas y Swydd** |
| Gweithio dan gyfarwyddyd uniongyrchol staff dysgu/uwch staff, fel arfer yn y dosbarth gyda’r athro/athrawes, i gefnogi mynediad disgyblion i addysg a rhoi cefnogaeth gyffredinol i’r athro o ran rheoli disgyblion a’r dosbarth. |
| **Prif Gyfrifoldebau** |
| 1. Cefnogi’r Disgyblion  Delio ag anghenion personol disgyblion, a gweithredu rhaglenni personol cysylltiedig, gan gynnwys rhaglenni cymdeithasol, iechyd, corfforol, glendid, cymorth cyntaf a materion lles.  Goruchwylio a chefnogi disgyblion gan sicrhau eu diogelwch a mynediad i addysg  Sefydlu perthynas da gyda disgyblion, gan weithredu fel delfryd ymddwyn a bod yn ymwybodol o anghenion unigol ac ymateb yn briodol iddynt  Hyrwyddo cynhwysiant a derbyn holl ddisgyblion  Cefnogi darpariaeth i ddisgyblion ag anghenion arbennig  Annog disgyblion i weithio ag eraill a chymryd rhan mewn gweithgareddau a arweinir gan yr athro  Annog disgyblion i weithredu’n annibynnol fel y bo’n briodol  2. Cefnogi’r Athro  Paratoi’r dosbarth ar gyfer gwersi yn unol â chyfarwyddiadau a chlirio i fyny wedyn, a chynorthwyo gydag arddangos gwaith disgyblion  Bod yn ymwybodol o broblemau/cynnydd/llwyddiannau disgyblion ac adrodd i’r athro fel y cytunwyd  Cadw cofnodion disgyblion fel y gofynnir am hynny  Cefnogi’r athro wrth reoli ymddygiad disgyblion, gan adrodd am anawsterau fel y bo’n briodol  Casglu gwybodaeth/adrodd i’r rhieni/ofalwyr yn unol â chyfarwyddyd  Rhoi cefnogaeth glerigol/weinyddol e.e. llungopïo, teipio, ffeilio, trin arian, ac ati  3. Cefnogi’r Cwricwlwm  Cefnogi disgyblion i ddeall cyfarwyddiadau  Cefnogi disgyblion mewn perthynas â strategaethau dysgu lleol a chenedlaethol e.e. llythrennedd, rhifedd, CA3, blynyddoedd cynnar, yn unol â chyfarwyddyd yr athro  Cefnogi disgyblion i ddefnyddio TGCh sylfaenol yn unol â chyfarwyddiadau  Paratoi a chynnal a chadw offer/adnoddau yn unol â chyfarwyddiadau’r athro a chynorthwyo’r disgyblion i’w defnyddio  4. Cefnogi’r Ysgol  Bod yn ymwybodol o a chydymffurfio gyda pholisïau a threfniadau sy’n ymwneud ag amddiffyn plant, iechyd, diogelwch, cyfrinachedd a diogelu data, adrodd am unrhyw bryderon i'r person priodol  Bod yn ymwybodol o a chefnogi gwahaniaeth a sicrhau bod yr holl ddisgyblion yn cael yr un cyfle i ddysgu a datblygu  Cyfrannu tuag at ethos/waith/amcanion cyffredinol yr ysgol  Gwerthfawrogi a chefnogi rôl aelodau staff proffesiynol eraill  Mynychu cyfarfodydd fel y bo gofyn  Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad fel y bo gofyn  Cynorthwyo gyda goruchwylio disgyblion y tu allan i’r gwersi, gan gynnwys cyn ac ar ôl ysgol ac yn ystod amser cinio  Mynd gyda staff dysgu a disgyblion ar deithiau ysgol, ymweliadau a gweithgareddau y tu allan i’r ysgol fel y bo gofyn. |
| **Adnoddau / Offer / Deunyddiau** |
| Ddim yn berthnasol |
| **Goruchwylio / Rheoli Pobl** |
| Ddim yn berthnasol |
| **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad** |
| Gweithio gyda neu ofalu am blant o’r oedran perthnasol  Sgiliau rhifedd/llythrennedd da  Cymryd rhan mewn cyfleoedd datblygu a hyfforddiant  Gwybodaeth briodol o gymorth cyntaf  Defnyddio technoleg sylfaenol – cyfrifiadur, fideo, llungopïwr  Medru ymwneud yn dda â phlant ac oedolion  Gweithio’n adeiladol fel aelod o dîm, deall rolau a chyfrifoldebau yn y dosbarth a’ch rôl chi yn hyn o beth |
| **Amodau Gwaith Arbennig** |
| Ddim yn berthnasol |
| **Archwiliadau Cyflogaeth / Gofynion Penodol** |
| Giriad Gwasanaeth Datgelu ac Atal, Archwiliad Iechyd, Geirda Boddhaol  Os oes angen eglurhad pellach ar wiriadau DBS, cysylltwch â Cyswllt AD am gyngor |
| **Gweledigaeth / Cyd-destun** |
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**CYNGOR SIR DDINBYCH**

**MANYLEB PERSON**

Mae'r Fanyleb 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).

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| **Teitl y Swydd:** Cymhorthydd Dysgu Cyfrwng Cymraeg - |
| **Gwasanaeth:** Ysgol Dinas Brân |
| **Graddfa:** Gradd Dau |

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| **MEINI PRAWF** | **ANGENRHEIDIOL** | **DYMUNOL** | **DULL ASESU**  Ffurflen Gais/Cyfweliad/ Cyflwyniad/Geirda etc |
| **i.**  **ADDYSG A CHYMWYSTERAU** | * Addysg Ysgol Uwchradd o safon dda. | * Cymhwyster TGAU mewn Saesneg a Mathemateg neu rywbeth cyfatebol * Cymhwyster Cymhorthydd Dysgu perthnasol NVQ Lefel 2 | Ffurflen Gais |
| **ii.**  **GWYBODAETH, SGILIAU & ADDASRWYDD** | * Sgiliau rhifedd a llythrennedd da * Y gallu i gyfathrebu trwy gyfrwng y Gymraeg. * Dealltwriaeth ac ymwybyddiaeth o weithio gyda phlant a phobl ifanc gydag ymrwymiad i ddiogelu a hyrwyddo eu lles. | * Profiad o weithio mewn amgylchedd Ysgol ac/neu goleg. | Ffurflen Gais  Geirda |
| **iii. RHINWEDDAU PERSONOL** | * Y gallu i weithio fel rhan o dîm * Hunanysgogol a gweithgar. * Creadigol, arloesol a pharodrwydd i fod yn hyblyg. * Trefnus | * Ymrwymedig i’ch datblygiad proffesiynol parhaus eich hunain. | Cyfweliad  Geirda |

**DENBIGHSHIRE COUNTY COUNCIL**

**JOB DESCRIPTION**

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| **Job Title: Teaching Assistant General Level 1** |
| **Grade: 2** |
| **Service: Schools** |
| **Responsible to: Headteacher** |
| **Job ID Number / Date Issued: 1231** |
| **Job Purpose** |
| To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. |
| **Principal Accountabilities and Responsibilities** |
| **Support for Pupils**  Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters  Supervise and support pupils ensuring their safety and access to learning  Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs  Promote the inclusion and acceptance of all pupils  Encourage pupils to interact with others and engage in activities led by the teacher  Encourage pupils to act independently as appropriate  **Support for the Teacher**  Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work  Be aware of pupil problems/progress/achievements and report to the teacher as agreed  Undertake pupil record keeping as requested  Support the teacher in managing pupil behaviour, reporting difficulties as appropriate  Gather/report information from/to parents/carers as directed  Provide clerical/administration support e.g. photocopying, typing, filing, collecting money etc.  **Support for the Curriculum**  Support pupils to understand instructions  Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher  Support pupils in using basic ICT as directed  Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use  **Support for the School**  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  Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop  Contribute to the overall ethos/work/aims of the school  Appreciate and support the role of other professionals  Attend relevant meetings as required  Participate in training and other learning activities and performance development 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 |
| **Resources/Equipment/Material** |
| Not Applicable |
| **Supervision/Management of People** |
| Not Applicable |
| **Knowledge, Skills, Training and Experience** |
| Working with or caring for children of relevant age  Good numeracy/literacy skills  Participate in development and training opportunities  Appropriate knowledge of first aid  Use basic technology – computer, video, photocopier  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 |
| **Special Working Conditions** |
| Not Applicable |
| **Employment Checks/ Specific Requirements** |
| DBS Check, Health Surveillance, Satisfactory References  If you need further clarification on DBS checks please contact HR Direct for advice |
| **Vision/Context** |
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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).

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| **Post Title:** Teaching Assistant - Welsh Medium |
| **Service:** Ysgol Dinas Bran |
| **Grade:** Grade Two |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT**  Application Form / Interview / Presentation / References etc |
| **i.**  **EDUCATION & QUALIFICATIONS** | * Good standard of Secondary School Education. | * GCSE Qualification in English and Maths or equivalent. * NVQ Level 2 relevant TA qualification. | * Application Form |
| **ii.**  **KNOWLEDGE SKILLS & APTITUDES** | * Good numeracy and literacy skills. * **Ability to communicate through the medium of Welsh.** * Have an understanding and awareness of working with children and young people with commitment to safeguarding and promoting their welfare. | * Experience of working in a School and/or college environment. | * Application Form * Reference |
| **iii. PERSONAL QUALITIES** | * Ability to work as part of a team. * Self-motivated and hard working. * Creative, innovative and willingness to be flexible. * Well organised | * Be committed to own ongoing professional development | * Reference * Interview |