

CANLLAWIAU CAIS AM SWYDD

JOB APPLICATION GUIDANCE



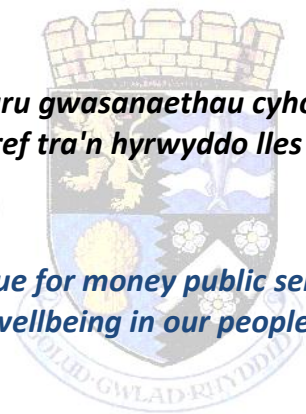
*Gwneud cais am swydd
Deall y broses
Manteision o weithio gyda ni*

*Applying for a job
Understanding the process
Benefits of working with us*



" Mae Cyngor Ceredigion yn darparu gwasanaethau cyhoeddus sy'n cynnig gwerth am arian ac yn cynnal economi gref tra'n hyrwyddo lles ein pobl a'n cymunedau"

"Ceredigion Council delivers value for money public services that support a strong economy while promoting wellbeing in our people and our communities"





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"Rydym wedi ymrwymo i sicrhau triniaeth deg a chyfle cyfartal i'n holl weithwyr"

"We are committed to ensure fair, equal treatment and opportunity to all employees"



CYFLWYNIAD INTRODUCTION

CEREDIGION

Gall Ceredigion eich ysbrydoli gyda'i chymysgedd diguro o olygfeydd godidog, arfordir dramatig a chymunedau trefi marchnad, glan môr a Phrifysgol llawn bwrlwm. Rydym yn gobeithio y cewch chi'ch ysbrydoli i ymuno â ni i wasanaethu poblogaeth gynyddol y sir. Beth bynnag fo'ch maes, ymunwch â gweithle cyffrous a gwerth chweil o 3,800, sy'n ymrwymo i ddarparu gwasanaethau o'r radd flaenaf yng Ngheredigion.

CYNGOR SIR CEREDIGION

Mae cyfrifoldebau amrywiol y Cyngor yn cynnwys iechyd yr amgylchedd, tai, cynllunio, priffyrdd, addysg, llyfrgelloedd, cyfleusterau hamdden, gwasanaethau cymdeithasol, trethi lleol a budd-daliadau, twristiaeth a datblygu economaidd.

GWASANAETHAU DYSGU

Mae Gwasanaethau Dysgu yn cyflogi tua 2,000 o bobl, a dyma adran fwyaf y Cyngor Sir. Lleolir pencadlys y Gwasanaeth yng Nghanolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth ac mae'n darparu man cyswllt i rieni, disgyblion, myfyrwyr, aelodau etholedig, staff a'r cyhoedd yn gyffredinol.

Datganiad cenhadaeth y Gwasanaeth yw,

'darparu a hyrwyddo gwybodaeth, sgiliau, cymwyseddau, profiadau, cymwysterau ac agweddau er mwyn sicrhau bod plant, pobl ifanc ac oedolion yng Ngheredigion yn cyflawni eu potensial fel unigolion dwyieithog ac fel aelodau o'u cymunedau lleol a byd-eang trwy gydol eu bywydau.'

CEREDIGION

Ceredigion is truly an inspirational part of Wales, offering an enviable mix of breath-taking scenery, dramatic coastline and vibrant communities of seaside, market and University towns. We hope you'll be equally inspired to join us in serving the growing population of Ceredigion, whatever your vocation Ceredigion will provide a stimulating and rewarding environment as part of a 3,800 strong workforce committed to the provision of quality services within the County.

CEREDIGION COUNTY COUNCIL

The Council's diverse range of responsibilities include environmental health, housing, planning, highways, education, libraries, recreational facilities, social services, local taxation and benefits, tourism and economic development.

LEARNING SERVICES

Learning Services employs in the region of 2,000 people and is the largest of the County's departments. The administrative headquarters of the service is situated at Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, and provides a focal point of contact for parents, pupils, students, elected members, staff and the general public.

The mission statement for the service is,

'to provide and promote knowledge, skills, competencies, experiences, qualifications and attitudes to ensure that the children, young people and adults in Ceredigion fulfil their potential as bilingual individuals and as members of their local and global communities throughout their lives.'



Cyngor Sir CEREDIGION County Council

Y FFURFLEN GAIS A'R BROSES DDETHOL THE APPLICATION FORM AND SELECTION PROCESS

*'cwbllhewch eich ffurflen mor llawn a chryno ag y gallwch ...'
'complete your form as fully and concisely as you can...'*

Llenwi ffurflen gais yw'r cam cyntaf yn y broses recriwtio a all arwain at gyfweiliad a'r posibilrwydd o gael cynnig swydd. Mae'n hollbwysig, felly, eich bod yn llenwi POB adran o'r ffurflen gais yn glir ac mor drwyadl ag y bo modd. Mae'r nodiadau canlynol yn esbonio'r ffurflen gais ac yn darparu rhai awgrymiadau defnyddiol ar gyfer ei chwblhau.

Completing an application form is the first step in the recruitment process which may lead to an interview and the possibility of a job offer. It is, therefore, most important that you complete ALL sections of the application form clearly and as fully as possible. The following notes explain the application form and provide some useful hints on its completion.

Gellir cwblhau ffurflenni cais ar-lein drwy ddilyn y linciau perthnasol. Os hoffech, fodd bynnag, dderbyn y ffurflen gais a'r dogfennau ategol mewn fformat gwahanol, cysylltwch ag Adain Adnoddau Dynol Gwasanaethau Dysgu ar 01970 633684 neu drwy e-bost ar swyddiaddysg@ceredigion.gov.uk.

Application forms can be completed on-line using the relevant links however if you require the application form and accompanying documents in a different format please contact the Learning Services Human Resources section on 01970 633684 or via e-mail at educationjobs@ceredigion.gov.uk.

Y FFURFLEN GAIS

Ni dderbynnir *curriculum vitae* fel gwybodaeth atodol neu fel dewis arall i gwblhau ffurflen gais.

Fodd bynnag, gellir gwneud eithriad i'r rheol hon yn achos ymgeiswyr sydd ag anabledd os yw eu hanabledd yn golygu nad ydynt yn medru cwblhau'r ffurflen gais safonol. Mewn achosion o'r fath, dylid cysylltu â 01970 633684.

Dylai ffurflen gais bapur cael ei llenwi'n glir mewn INC DU neu deip.

Y ffurflen gais yw'r unig wybodaeth sydd gan y panel penodi i benderfynu pa ymgeisydd i'w ddewis ar gyfer cyfweiliad. Mae'n bwysig eich bod yn llenwi pob adran o'r ffurflen mor drwyadl a chryno ag y gallwch, yn seiliedig ar y wybodaeth a ddarparwyd gennym i chi ynglŷn â'r swydd. Mae hefyd yn bwysig eich bod yn darllen yr holl wybodaeth a

THE APPLICATION FORM

Curriculum vitae will not be accepted as supplementary information or as an alternative to completion of the application form.

An exception can be made however in the case of applicants with a disability if their disability is such that they are not able to complete the standard application form. In such cases, please contact 01970 633684.

If completing a paper application form this should be completed clearly in BLACK INK or type

The application form is the only information the appointing panel have on a candidate when deciding who to select for interview. It is important that you complete all sections of the form as fully and concisely as you can, based on the information we have provided to you about the post. It is also important that you read all the information enclosed

amgaeir gyda'r ffurflen gais ac yn ystyried pam eich bod eisiau'r swydd hon, a pha brofiad a sgiliau sydd gennych i'w cynnig, cyn llenwi'r ffurflen gais.

Mae'r swydd ddisgrifiad a'r fanyleb person yn rhestru'r prif ddyletswyddau a chymwysterau perthnasol, profiad a chymwyseddau personol sydd eu hangen ar gyfer ymgymryd â'r swydd. Mae'n hanfodol eich bod yn dangos ar eich ffurflen gais sut yr ydych yn bodloni pob un o'r meini prawf hanfodol a dymunol a nodir yn y fanyleb personol, gan roi sylw arbennig i'r rhai sy'n cael eu hasesu yn sgil y ffurflen gais.

Yn eich cais, dylech roi sylw i bob pwynt yn y fanyleb person gan roi enghreifftiau o sut rydych wedi defnyddio'ch sgiliau, profiad a chymwyseddau personol yn ystod eich hanes cyflogaeth. Er enghraifft, os yw'r fanyleb person yn gofyn am *'brofiad o weithio yn y cyfnod sylfaen'*, yna nid yw ysgrifennu *'Mae gennyf brofiad o weithio yn y cyfnod sylfaen'* yn ddigonol. Bydd angen i chi roi esboniad fwy manwl o'ch profiad penodol a'r hyn roedd yn ei olygu, er enghraifft *'roeddwn yn gweithio fel athro yn y cyfnod sylfaen lle bûm yn paratoi gweithgareddau ymestynnol a diddorol ar gyfer ystod o alluoedd o fewn dosbarth o'r fath.'*

Bydd cael eich gwahodd am gyfweiliad yn dibynnu a yw'r wybodaeth yr ydych wedi ysgrifennu yn eich cais yn bodloni gofynion y fanyleb personol. Dim ond yr ymgeiswyr hynny sy'n tystio eu bod, o leiaf, yn bodloni'r holl feini prawf hanfodol fydd yn cael eu cynnwys ar y rhestr fer.

Os nad ydych wedi bod mewn gwaith cyflogedig neu heb weithio ers peth amser, rhowch wybodaeth am y profiad rydych wedi'i gael mewn ffyrdd eraill. Gallai hyn gynnwys profiad gwaith, gwaith gwirfoddol, diddordebau hamdden neu brofiad o fewn y cartref a'r teulu.

Mae'r ffurflen gais yn cynnwys Ffurflen Monitro Amrywiaeth, sy'n galluogi'r Awdurdod i fonitro effeithiolrwydd ei bolisiau, a hefyd er mwyn cydymffurfio â gofynion ein Polisi Dethol a Recriwtio, gan warantu cyfweiliadau i ymgeiswyr anabl sy'n bodloni'r meini prawf hanfodol.

with the application form and think about why you want this job and what experience and skills you have to offer before actually completing the application form.

The job description and person specification list the main duties and relevant qualifications, experience and personal competencies required for undertaking the post. It is crucial that you illustrate in your application form how you are able to satisfy each of the essential and desirable criteria stated in the person specification, with particular attention to those being assessed from the application form.

In your application you should address each point of the person specification giving examples of how you have applied your skills, experience and personal competencies in your employment history. For example, if the person specification asks for *'experience of working in the foundation phase'* then writing *'I have experience of working in the foundation phase'* is not sufficient. You will need to explain in more detail about your specific experience and what was involved, for example *'I worked as a teacher in the foundation phase where I prepared interesting and challenging activities for the wide-ranging abilities found in a class of its kind'*.

Being invited for interview will depend on whether the information you have written in your application meet the requirements of the person specification. Only those applicants who evidence that they meet all the essential criteria as a minimum will be shortlisted.

If you have never been in paid employment or have not been for some time, please give us information of experience you have gained in other ways. This might include work experience, voluntary work, leisure interests or through domestic and family experience.

The application form includes a Diversity Monitoring Form, which enables the Authority to monitor the effectiveness of its policies and also to comply with the requirements of our Selection and Recruitment Policy in guaranteeing interviews for Disabled applicants that meet the essential criteria.

Mae'r holl swyddi dysgu o fewn yr Awdurdod wedi'u heithrio o Ddeddf Ailsefydlu Troseddswyr 1974 o ganlyniad i natur y gwaith dan sylw. Bydd yn ofynnol i ymgeiswyr ar gyfer y swyddi hyn ymgymryd â gwiriad DBS (CRB gynt) Ehangach o gofnodion troseddol, a rhaid iddynt ddatgelu pob euogfarn, rhybudd, cerydd a rhybudd terfynol ar eu cofnod troseddol, gan gynnwys unrhyw rai sydd 'wedi darford' dan ddarpariaeth y Ddeddf.

Rhaid i chi hefyd sicrhau eich bod yn datgan ar eich ffurflen gais os ydych yn perthyn i unrhyw Gynghorydd neu uwch swyddog (Graddfa 9 neu uwch) o fewn yr Awdurdod hwn. Bydd methu â gwneud hynny'n eich gwahardd rhag cael eich eich penodi.

All teaching posts within the Authority are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work involved. Applicants for these posts will be required to undertake an Enhanced DBS (formerly CRB) check of criminal records and must disclose all convictions, cautions, reprimands and final warnings on their criminal record, including any that may be regarded as 'spent' under the provision of the Act.

You must also ensure that you declare on your application form if you are related to any Councillor or senior officer (Scale 9 or above) of this Authority. Failure to do so will disqualify you from appointment.

TREULIAU I YMGEISWYR

Ni fydd unrhyw dreuliau'n cael eu rhoi i ymgeiswyr mewnol neu allanol am fynychu'r cyfweiliad.

EXPENSES FOR CANDIDATES

No expenses will be granted to internal or external candidates for attending the interview.

DYCHWELYD CEISIADAU

Rhaid cwblhau ceisiadau'n llawn a'u hanfon atom erbyn y dyddiad cau a nodir. (Rhaid i ffurflenni cais papur gael eu llofnodi a'u dychwelyd i'r cyfeiriad a nodir ar y ffurflen gais.) Ni fydd ceisiadau hwyr yn cael eu hystyried oni bai bod amgylchiadau eithriadol. Os ceir problem i gwrdd â'r dyddiad cau, cysylltwch ag Adain Adnoddau Dynol Gwasanaethau Dysgu ar 10970 633680.

RETURNING APPLICATIONS

Applications must be completed fully and returned by the stated closing date. (Paper-based application forms must be signed and returned to the address stated on the application form.) Late applications will not be considered unless there are exceptional circumstances. If there is an instance where there is a problem meeting the deadline please contact the Learning Services' HR Section on 01970 633680.

Bydd pob cais a gwblhawyd ar-lein yn cael derbynneb awtomatig drwy e-bost.

All applications completed on-line will receive an automatic receipt via email.

Y BROSES BENODI

Unwaith bod y rhestr fer ar gyfer y swydd wedi'i llunio, bydd pob ymgeisydd yn cael ei hysbysu o ganlyniad y broses ddethol drwy e-bost (yn ysgrifenedig ar gyfer y rhai sy'n cyflwyno cais ar bapur). Os ydych ar y rhestr fer, byddwch yn derbyn llythyr yn gosod y dyddiad, yr amser a'r dulliau dethol ar gyfer y penodiad.

APPOINTMENTS PROCESS

Once the shortlisting for the position has taken place, all interviewed candidates will be notified via e-mail (in writing for those applying via paper application) of the outcome of the selection process. If shortlisted, you will receive a letter detailing the date, time and selection methods for the appointment.

Yn dilyn y cyfweiliad, bydd pob ymgeisydd yn cael gwybod canlyniad y broses gyfweld. Ar ôl i'r ymgeisydd llwyddiannus dderbyn y swydd ar lafar, bydd yr holl ymgeiswyr eraill yn cael gwybod y canlyniad dros y ffôn, trwy e-bost neu lythyr.

Following the interview, all interviewed candidates are notified of the outcome of the interview process. Following verbal acceptance from the successful candidate, all other interviewed candidates will be informed of the outcome by telephone, e-mail or mail.

Os hoffech adborth o'r cyfweiliad, cewch enw a rhif cyswllt pan fyddwch yn cael gwybod am ganlyniad y broses recriwtio.

Should you require feedback from the interview, a contact name and number will be supplied when you are informed of the outcome of the recruitment process.

SGILIAU IEITHYDDOL

Mae'r Cyngor yn asesu sgiliau ieithyddol ymgeiswyr trwy ddefnyddio'r fframwaith ALTE canlynol:

Lefel	Gwrando/Siarad
1	• Medru ynganu enwau llefydd ac enwau personol yn gywir. • Medru cyfarch cwsmeriaid mewn derbynfa neu dros y ffôn. • Medru agor a chloi sgwrs.
2	• Medru deall hanfod sgwrs. • Medru derbyn a deall negeseuon syml ar batrymau arferol, e.e. amser a lleoliad cyfarfod, cais i gael siarad â rhywun. • Medru cyfleu gwybodaeth elfennol a chyfarwyddiadau syml. • Medru agor a chau sgwrs a chyfarfod yn ddwyieithog.
3	• Medru deall a chymryd rhan yn y rhan fwyaf o sgrysiâu arferol o ddydd i ddydd yn y swyddfa. • Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. • Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.
4	• Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. • Medru deall gwahaniaethau cywair a thafodiaith. • Medru dadlau o blaid ac yn erbyn achos penodol. • Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. • Medru rhoi cyflwyniadau'n rhugl a hyderus yng nghyd-destun y pwnc gwaith.
5	• Medru cyfrannu'n rhugl a hyderus ym mhob agwedd o'r gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

LANGUAGE SKILLS

The Council assess language skills of candidates using the following ALTE framework.

Level	Listening/Speaking
1	• Can pronounce place names and personal names correctly. • Can greet customers on a reception desk or on the telephone. • Can begin and end a conversation.
2	• Can understand the essence of a conversation. • Can receive and understand simple messages following normal patterns, such as time and place of meeting, request to talk to someone. • Can pass on basic information and simple instructions. • Can begin and end conversations and meetings bilingually.
3	• Can understand and participate in most day-to-day non-technical conversations in the office. • Can advise the public on general matters within own area of work, but must turn to English for technical or specialist terms. • Can contribute to meetings or presentations within own area of work, but must turn to English for technical or specialist terms.
4	• Can contribute effectively to internal and external meetings in the context of the job area. • Can understand differences in language and dialect. • Can argue for or against a specific case. • Can chair meetings and answer questions confidently from the Chair. • Can give presentations fluently and confidently in the context of the job area.
5	• Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

Lefel	Darllen
1	Medru deall adroddiadau byr ar faterion cyfarwydd pan maent wedi'u cyfleu mewn iaith syml, megis arwyddion elfennol, cyfarwyddiadau syml, a chynnwys agenda.
2	Medru deall y rhan fwyaf o adroddiadau byrion a chyfarwyddiadau cyfarwydd o fewn maes ei (h)arbenigedd, cyn belled â bod digon o amser ar gael.
3	Medru deall y rhan fwyaf o'r adroddiadau, dogfennau a gohebiaeth y byddai disgwyl iddo/iddi eu trafod yng nghwrs arferol ei (g)waith.
4	Medru deall gohebiaeth ac adroddiadau sydd wedi'u mynegi mewn iaith safonol.
5	Medru deall adroddiadau, dogfennau ac erthyglau y byddai ef/hi'n debygol o'u darllen yng nghwrs arferol ei (g)waith, gan gynnwys cysyniadau cymhleth a fynegir mewn iaith astrus.

Level	Reading
1	Can understand short reports on familiar matters, if these are expressed in simple language, such as elementary signs, simple instructions and agenda contents.
2	Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given.
3	Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.
4	Can understand correspondence and reports expressed in standard language.
5	Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

Lefel	Ysgrifennu
1	- Medru ysgrifennu enwau personol, enwau llefydd, teitlau swyddi ac enwau adrannau'r Cyngor. - Medru ysgrifennu cais syml i gydweithiwr, e.e. "hwn a hon wedi galw, allwch chi alw nhw nôl?"
2	Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
3	Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
4	Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd gwybodaeth gyda chymorth golygyddol.
5	- Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd gwybodaeth i safon dderbyniol gan ddefnyddio cymhorthion iaith. - Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

Level	Writing
1	- Can write personal names, place names, job titles and names of Council departments. - Can write a simple request to a colleague, such as "A has called, can you call back?"
2	Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.
3	Can write informal messages and reports for internal use.
4	Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.
5	- Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. - Can write detailed notes in a meeting whilst contributing fully.

Y SYMBOL ANABLEDD

Mae'r Ganolfan Byd Gwaith wedi dyfarnu'r Symbol Anabledd i'r Awdurdod fel cydnabyddiaeth o'i ymrwymiad i gyflogi pobl anabl.



Mae'r Symbol yn cadarnhau, trwy 5 ymrwymiad penodol, fod y Cyngor yn cynnig pob cyfle posibl i staff ag anableddau sef:

1. Cyfweld â phob ymgeisydd anabl sy'n cwrdd â meini prawf lleiaf swydd wag, ac ystyried pob cais ar sail gallu.
2. Sicrhau bod yna fecanwaith mewn lle i drafod gyda gweithwyr anabl ar unrhyw adeg, ond o leiaf unwaith y flwyddyn, beth ellir ei wneud i sicrhau eu bod yn datblygu ac yn defnyddio'u galluoedd.
3. Gwneud pob ymdrech i sicrhau fod gweithwyr, pan ddônt yn anabl, yn aros yn eu swydd.
4. Cymryd camau i sicrhau bod gweithwyr allweddol yn datblygu'r lefel briodol o ymwybyddiaeth anabledd sydd ei hangen i weithredu'n hymrwymiaadau.
5. Adolygu'r pum ymrwymiad a'r hyn a gyflawnwyd bob blwyddyn, cynllunio ffyrdd o'u gwella, a gadael i weithwyr a Chanolfan Byd Gwaith wybod am unrhyw gynnydd a chynlluniau i'r dyfodol.

CYFLE CYFARTAL

Fel y cyflogwr mwyaf yng Ngheredigion, mae gennym gyfrifoldeb i sicrhau bod ein hased mwyaf - y gweithlu, yn cynrychioli amrywiaeth y Sir. Rydym wedi ymrwymo i sicrhau triniaeth deg a chyfle cyfartal i bob gweithiwr.

Rydym yn sicrhau bod unigolion yn cael eu recriwtio, eu dethol, eu datblygu, eu dyrchafu a'u trin yn ôl meini prawf gwrthrychol, gan ystyried profiad perthnasol, potensial, sgiliau a gallu.

Yn benodol, ni fydd unrhyw ymgeisydd na gweithiwr dan anfantais o ganlyniad i amodau neu ofnyion nad ydynt yn angenrheidiol er mwyn cyflawni'r swydd, neu sy'n gyfystyr â gwahaniaethu anuniongyrchol annheg.

Bydd gweithdrefnau cyfweld a phenodi fel y cyfryw yn lleihau unrhyw anfantais a brofir gan bobl ag anabledd, aelodau o grwpiau lleiafrifol ethnig neu bobl o'r naill ryw neu'r llall. Yn unol â hynny, (ac eithrio'r hyn sy'n angenrheidiol ar gyfer penodiadau

DISABILITY SYMBOL

The Council has been awarded the Disability Symbol from the JobCentre Plus in recognition of its commitment to the employment of disabled people.



The Symbol ensures through 5 specific commitments, that the Council offers staff with disabilities every possible opportunity:

1. To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
2. To ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees, what can be done to make sure they can develop and use their abilities.
3. To make every effort when employees become disabled to make sure they stay in employment.
4. To take action to ensure that key employees develop the appropriate level of disability awareness needed to make our commitments work.
5. Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and JobCentre Plus know about progress and future plans.

EQUALITY OF OPPORTUNITY

As the largest employer in Ceredigion, we have a responsibility of ensuring that our greatest asset – the workforce, adequately represents the diversity of the County. We are committed to ensure fair, equal treatment and opportunity to all employees.

We ensure that individuals are recruited, selected, developed, promoted and treated on objective criteria, having regard to relevant experience, potential, skills and abilities.

In particular, no applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitutes indirect unfair discrimination.

Interviewing and appointment procedures shall be such as to minimise any disadvantage experienced by people with a disability, members of ethnic minority groups or of either sex. Accordingly, (except in so far as is necessary for particular appointments,

penodol, ac a ganiateir dan y ddeddfwriaeth briodol) ni fydd cwestiynau'n cael eu gofyn yn y cyfweiliad all ymddangos yn wahaniaethol (e.e. cwestiynau sy'n ymwneud â phriodas, cynlluniau teuluol, neu grefydd).

and as allowed for under the appropriate legislation) questions will not be asked at interview which may be prima facie discriminatory (e.g. questions relating to marriage, family plans or religion).

DEDDF LLOCHES A MEWNFUDO 1996

Mae'r ddeddf hon yn gwneud hi'n drosedd penodi staff nad oes ganddynt yr hawl i fyw a gweithio yn y Deyrnas Unedig. Rhaid i'r Cyngor felly, gynnal gwiriadau sylfaenol ar bob ymgeisydd a benodir a bydd angen un o'r dogfennau tystiolaeth canlynol:

- * dogfen a gyhoeddwyd gan gyflogwr blaenorol, Cyllid y Wlad, yr Asiantaeth Budd-daliadau, yr Asiantaeth Cyfraniadau neu'r Gwasanaeth Cyflogaeth (neu gyrff sy'n cyfateb iddynt yng Ngogledd Iwerddon) sy'n datgan rhif Yswiriant Gwladol y person dan sylw.
- * pasbort sy'n disgrifio'r deiliad fel dinesydd Prydeinig neu un sydd â'r hawl i fyw yn y DU, neu hawl i gael ail-fynediad i'r DU
- * pasbort sy'n cynnwys Tystysgrif Hawl a gyhoeddwyd gan, neu ar ran Llywodraeth y Deyrnas Unedig sy'n ardystio bod gan y deiliad yr hawl i breswyllo yn y DU
- * tystysgrif cofrestru neu frodori yn Ddinesydd Prydeinig
- * tystysgrif Geni DU neu Weriniaeth Iwerddon
- * pasbort neu gerdyn adnabod cenedlaethol a gyhoeddwyd gan wladwriaeth sy'n rhan o'r Cytundeb Ardal Economaidd Ewropeaidd (EEAA) ac sy'n disgrifio'r deiliad fel gwladolyn o'r wladwriaeth honno.
- * pasbort neu ddogfen deithio arall a ardystiwyd i ddangos bod y person a enwir wedi'i eithrio o reolaeth mewnfudo, wedi cael caniatâd penagored i ddod i mewn neu i aros yn y DU, neu heb unrhyw gyfyngiad ar ei arhosiad; neu lythyr a gyhoeddwyd gan y Swyddfa Gartref yn cadarnhau fod gan y person a enwir statws o'r fath.
- * trwydded breswylfa DU a roir i wladolyn gwladwriaeth sy'n rhan o'r EEAA.
- * pasbort neu ddogfen deithio arall a ardystiwyd i ddangos bod gan y deiliad hawl gyfredol i breswyllo yn y DU fel aelod o deulu gwladolyn a enwir o Wladwriaeth sy'n rhan o'r EEAA ac yn byw yn y DU.

ASYLUM AND IMMIGRATION ACT 1996

This act makes it a criminal offence to appoint staff who do not have a right to live and work in the United Kingdom. The Council is therefore obliged to carry out basic checks on all appointed candidates and will require one of the following documentary evidence:

- * a document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents) which states the National Insurance number of the person concerned.
- * a passport describing the holder as a British Citizen or as having the right of abode in, or entitlement to re admission to the UK
- * a passport containing a Certificate of Entitlement issued by or on behalf of the Government of United Kingdom certifying that the holder has the right of abode in the UK
- * a certificate of registration or naturalisation as a British Citizen
- * a UK or Republic of Ireland Birth Certificate
- * a passport or national identity card issued by a state which is a party to the European Economic Area Agreement (EEAA) and which describes the holder as a national of that state.
- * a passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter or remain in the UK or has no time limit on his or her stay; or a letter issued by the Home Office confirming that the person named has such status.
- * a UK residence permit issued to a national of a state which is a party to the EEAA.
- * a passport or other travel document endorsed to show that the holder has a current right of residence in the UK as the family member of a named national of a State which is party to the EEAA and who is resident in the UK.

CYNGOR ADDYSGU CYFFREDINOL CYMRU Cyn cael eu penodi bydd angen i athrawon cymwys ddarparu eu rhif cyfeirnod AdAS i Adain Adnoddau Dynol Gwasanaethau Dysgu. Bydd methu â gwneud hyn yn arwain at oedi cyn dechrau dyletswyddau.	GENERAL TEACHING COUNCIL FOR WALES Prior to appointment all qualified teachers will need to provide the Learning Services' HR section with their DfES reference number. Failure to do so will result in delay of commencement of duties.
TYSTLYTHYRAU Gofynnir am dystlythyrau ar gyfer yr ymgeisydd llwyddiannus yn dilyn y broses ddethol. Mae'n well gennym gysylltu â'ch cyflogwr presennol ac olaf ond rydym yn cadw'r hawl i ofyn am eirida gan unrhyw gyflogwr blaenorol. Dylai athrawon sydd newydd raddio enwebu Pennaeth eu lleoliad hyfforddi athrawon diwethaf. Nid yw dystlythyrau a ddarperir gan berthnasau, ffrindiau, Aelod o'r Cyngor neu berson sy'n cyd-fyw gyda chi'n dderbyniol. Yn hytrach, dylech ddefnyddio rhywun sy'n gwybod am eich galluoedd ac yn gallu gwneud sylwadau ar eich dibynadwyedd, ac sy'n ymwybodol o'ch potensial. Os ydych wedi bod yn hunan-gyflogedig, dylech roi enw a chyfeiriad busnes swyddog (megis cyfrifydd neu reolwr banc) all dystio am y cyfnod pan oeddech yn hunan-gyflogedig a'r wybodaeth a ddarparwyd gennych. Am fod angen datgeliad DBS ar gyfer swyddi dysgu, efallai gofynnir am dystlythyrau cyflogaeth, os yn gymwys, ar gyfer y deng mlynedd diwethaf, ac felly mae'n rhaid i chi gynnwys cyfeiriadau post llawn eich cyflogwyr.	REFERENCES References will be taken up for the successful candidate following the selection process. We prefer to contact your present and last employer but we reserve the right to seek references from any other previous employer. Recently graduated teachers should nominate the Headteacher of their last teacher training placement. References provided by relatives, friends, a Council Member or a person with whom you live are not acceptable. Instead, you should use someone who knows your capabilities and can comment on your reliability and is aware of your potential. If you have been self-employed, you should give the name and business address of an official (such as an accountant or bank manager) who can vouch for the period when you were self-employed and the information you have provided. Due to teaching posts requiring a criminal records disclosure, employment references, if applicable, may be sought for the last ten years; therefore you must include the full postal addresses of your employers.
DELIO AG YMGEISWYR - SAFONAU GWASANAETH Rydym yn cymryd ein hymrwymiad i ymgeiswyr o ddifri ac yn anelu at y canlynol: - - Gosod safonau uchel wrth ddelio â chi a bod yn barod i egluro unrhyw gwestiynau sydd gennych ar unrhyw adeg ynghylch eich cais. - Os ydych yn gofyn am ffurflen gais bapur, byddwn yn ei hanfon atoch o fewn 2 ddiwrnod gwaith a bydd yn cynnwys digon o wybodaeth am y swydd i'ch helpu gyda'ch cais. - Cydnabod derbyn pob cais a dderbynnir ar-lein trwy e-bost a chydabod pob cais papur os amgaeir amlen gyda chyfeiriad a stamp arni. - Sicrhau eich bod yn derbyn gwybodaeth llawn trwy gydol y broses recriwtio a bod y broses o ddethol yn un deg, yn ogystal â thrin yr holl wybodaeth a ddarperir gennych yn gyfrinachol.	DEALING WITH APPLICANTS/CANDIDATES - SERVICE STANDARDS We take our obligation to applicants seriously and aim to: - - Set high standards in dealing with you and are always willing to clarify any questions you may have at any time concerning your application. - If requesting a paper application form we will send within 2 working days of receiving your request and will include adequate information regarding the position to assist you in your application. - Acknowledge receipt of all on-line applications received with e-mail and paper application forms if you enclose a stamped addressed envelope. - Keep you fully informed throughout the recruitment process and make our selection process fair, as well as treating all information

- Rhoi gwybod i chi ymlaen llaw os bydd profion dethol / cyflwyniadau'n cael eu defnyddio fel rhan o'r broses ddethol i asesu gallu.
- Cysylltu â'r holl ymgeiswyr ar y rhestr fer cyn gynted â phosib ar ôl y dyddiad cau i'w gwahodd i gyfweiliad.
- Sicrhau y bydd y panel cyfweld fel arfer yn cynnwys o leiaf dau aelod panel, gydag o leiaf un aelod panel wedi cael hyfforddiant ar recriwtio.
- Dewis y person cywir ar gyfer y swydd, yn seiliedig ar eu sgiliau a'u gallu i wneud y gwaith.
- Sicrhau ein bod fel cyflogwr cyfleoedd cyfartal, yn gweithio i gael gwared ar rwystrau i gyfleoedd cyfartal drwy gydol y broses recriwtio.
- Sicrhau bod croeso i geisiadau trwy gyfrwng y Saesneg neu'r Gymraeg o bob rhan o'r gymuned

supplied by you in confidence.

- Inform you in advance if selection tests/ presentations are to be used in the selection process to assess abilities.
- Contact all shortlisted candidates as soon as possible after the closing date to invite you to interview.
- Ensure that the interview panel will normally consist of at least two panel members with a minimum of one of the panel members being recruitment trained.
- Select the right person for the job, based on their skills and ability to do the job.
- Ensure that as an equal opportunities employer we are working to remove barriers to equality of opportunity throughout the recruitment process.
- Applications will be welcome in the medium of English or Welsh from all sections of the community

Byddem yn croesawu unrhyw sylwadau, ganmoliaeth neu gwynion, all ein helpu i ddarparu gwasanaeth gwell.

We would welcome any comments, compliments or complaints, which may help us to provide you with a better service.

Os hoffech wneud sylw am unrhyw agwedd o'r broses ddethol, dylech wneud hynny'n ysgrifenedig i'r Pennaeth Adnoddau Dynol, Gwasanaethau Dysgu, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, SY23 3UE.

If you wish to make a comment about any aspect of the selection process you should put them in writing to Head of Human Resources, Learning Services, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, SY23 3UE.



PRIF AMODAU A MANTEISION MAIN CONDITIONS AND BENEFITS

Nod yr wybodaeth a nodir isod yw darparu canllawiau i rai o'r prif delerau ac amodau cyflogaeth sy'n berthnasol i staff addysgu o fewn yr Awdurdod, a gellir eu diwygio o bryd i'w gilydd. Nid yw'r canllawiau hyn wedi'u bwriadu fel rhan o unrhyw gontract cyflogaeth.

The information detailed below aims to provide a guideline to some of the main terms and conditions of employment that apply to teaching staff within the Authority and may be subject to amendment. These guidelines are not intended to form part of any contract of employment.

TYMHORAU A GWYLIAU YSGOL

Mae dyddiadau tymhorau a gwyliau ysgol yn cael eu pennu gan y Cyngor Sir mewn ymgynghoriad â'r Undebau Llafur.

SCHOOL TERMS AND HOLIDAYS

The dates of the school terms and holidays are determined by the County Council in consultation with the Trades Unions.

PRESENOLDEB YN Y GWAITH

Mae presenoldeb yn y gwaith yn hanfodol er mwyn cyflenwi gwasanaethau'n effeithiol ac effeithlon. Mae'r Cyngor wedi cytuno ar bolisiâu a gweithdrefnau, sy'n annog presenoldeb a rheolaeth gywir o absenoldeb.

ATTENDANCE AT WORK

Attendance at work is vital to the effective and efficient delivery of services. The Council has agreed policies and procedures, which encourage attendance and the proper management of absence.

LWFANS DEFNYDDIWR CAR

Bydd gennych yr hawl i wneud cais am y lwfans defnyddiwr car priodol ar gyfer unrhyw filltiroedd swyddogol a wneir ar ran yr Ysgol neu'r Cyngor.

CAR USER ALLOWANCE

You will be entitled to claim the appropriate car user allowance for any official mileage undertaken on behalf of the School or Council.

TALEBAU GOFAL PLANT

Mae Cyngor Sir Ceredigion yn hyrwyddo amgylchedd gwaith sy'n cefnogi ffordd o fyw a dewisiadau unigol gweithwyr ynghylch arferion gwaith ac felly, rydym wedi cyflwyno dull mwy hyblyg o dalu costau gofal plant ar gyfer staff.

CHILDCARE VOUCHERS

Ceredigion County Council promotes a working environment that supports employee lifestyles and individual choices around working practices and as such we introduced a more flexible way for staff to meet the costs of childcare.

Mae Talebau Gofal Plant yn cynnig dull gwirioneddol hyblyg o dalu costau cynyddol gofal plant i rieni sy'n gweithio, lle gellir 'cyfnewid' neu 'aberthu' rhan o gyflog am Dalebau Gofal Plant.

Childcare Vouchers offer a genuine flexible solution to cover the increasing costs of childcare for working parents whereby part of a salary can be 'exchanged' or 'sacrificed' for Childcare Vouchers.

Nid yw'r talebau'n drethadwy, maent wedi'u heithrio rhag Cyfraniadau Yswiriant Gwladol ar gyfer gweithwyr, ac maent yn cynnig gostyngiadau Yswiriant Gwladol i gyflogwyr. Mae Talebau Gofal Plant erbyn hyn yn ddull cydnabyddedig o dalu am ofal plant. Mae pob rhant cyflogedig cymwys sydd â phlant dan 16 oed yn deilwng, beth bynnag yw ei statws treth.

The Vouchers are Non-Taxable and exempt from National Insurance Contributions for employees and offer National Insurance reductions to employers. Childcare Vouchers have become the recognised payment method for childcare. All eligible working parents, with children under 16, are entitled to Childcare Vouchers regardless of tax status.

COD YMDDYGIAD	CODE OF CONDUCT
Disgwylir i bob athro/athrawes gadw at God Ymddygiad ac Ymarfer Proffesiynol CACC ar gyfer Athrawon Cofrestredig, yn ogystal â Chod Ymddygiad yr ysgol ei hun, lle bo'n berthnasol.	All teachers are expected to abide by the GTCWs Code of Professional Conduct and Practice for Registered Teachers as well as, where applicable, the school's own Code of Conduct.
IECHYD A DIOGELWCH YN Y GWAITH	HEALTH AND SAFETY AT WORK
Mae Cyngor Sir Ceredigion yn cydnabod ac yn derbyn ei gyfrifoldeb dros weithredu mewn ffordd sy'n sicrhau, cyn belled ag y bo'n rhesymol ymarferol, iechyd, diogelwch a lles ei weithwyr, hyfforddeion, aelodau, contractwyr a'r cyhoedd yn gyffredinol.	Ceredigion County Council recognises and accepts its responsibility for conducting its affairs in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, trainees, members, contractors and the general public.
ORIAU GWAITH	HOURS OF WORK
Mae'r trefniadau statudol ar gyfer amser gweithio wedi'u gosod yn y Ddogfen Cyflog ac Amodau Athrawon Ysgol gyfredol ac maent wedi'u crynhoi trosodd:	The statutory arrangements for working time are set out in the current School Teachers Pay and Conditions Document summarised overleaf:
Mae swyddi llawn amser yn gofyn eich bod yn gallu gweithio 195 diwrnod mewn unrhyw flwyddyn ysgol, a gall fod gofyn ichi addysgu disgyblion yn ogystal â chyflawni dyletswyddau eraill yn ystod 190 o'r diwrnodau hynny. Bydd yr 195 diwrnod hyn yn cael gan eu pennu gan eich pennaeth / cadeirydd y llywodraethwyr. Yn ogystal â'r uchod, bydd disgwyl i chi weithio oriau ychwanegol rhesymol lle bo angen er mwyn gallu cyflawni'ch dyletswyddau proffesiynol yn effeithiol. Bydd yr amser sydd ei angen ar ben y 1265 o oriau y cyfeirir atynt uchod ar gyfer hyn yn cael ei bennu gan yr unigolyn.	Full-time posts require that you are able to work 195 days in any school year, of which 190 days shall be days on which you may be required to teach pupils in addition to carrying out other duties. Those 195 days shall be specified by your head teacher/chair of governors. In addition to the above, you will be expected to work such reasonable additional hours as may be needed to enable you to discharge effectively your professional duties. The amount of time required for this in addition to the 1265 hours referred to above shall be decided by the individual.
Rhaid i athro/athrawes rhan amser weithio swm pro rata yn seiliedig ar yr uchod fel y cytunwyd rhyngoch chi â'ch pennaeth / cadeirydd y llywodraethwyr wrth benodi.	A teacher working part time shall be required to work a pro rata amount of time based on the above as agreed between you and your head teacher/chair of governors on appointment.
Gall y trefniadau hyn cael eu hadolygu yn ôl y gofyn.	These arrangements may be reviewed as required.
RHANNU SWYDD	JOB SHARE
Mae'r Cynllun Rhannu Swydd yn caniatáu i ddau weithiwr rannu swydd amser llawn (heblaw'r rhai a eithrir yn benodol). Os ystyrir bod hyn yn amhriodol, rhaid rhoi rheswm dilys a chlir dros beidio â rhannu'r swydd.	A Job Sharing Scheme exists which allows all full time positions (unless specifically identified as excluded) to be shared by two employees. If considered inappropriate, a valid reason for not allowing the post to be occupied on a job share basis must be clearly demonstrated.
LLEOLIAD	LOCATION
Byddwch wedi'ch lleoli'n bennaf ar safle'r ysgol sy'n eich cyflogi fel y nodir yn y swydd ddisgrifiad, fodd bynnag gall peth addysgu fod yn ofynnol ar draws lleoliadau o fewn yr Awdurdod, yn unol â chyfarwyddyd yr Ysgol sy'n eich cyflogi.	You will be primarily be located at the employing school's premises as noted in the job description however some teaching may be required across locations within the Authority as directed by the employing School.

DARPARIAETHAU MAMOLAETH

Mae hawliau menywod beichiog i gyfnodau o absenoldeb a thâl yn unol â'r Amodau Gwasanaeth i Athrawon Ysgol yn Lloegr a Chymru ("Llyfr Bwrgwyn") a gweithdrefnau a drafodir yn lleol, lle bo'n briodol. Er mwyn derbyn yr hawliau hyn rhaid i weithwyr beichiog gydymffurfio â gofynion hysbysu penodol.

Mae'r Cynllun Mamolaeth Alwedigaethol yn berthnasol i bob gweithiwr beichiog beth bynnag yw nifer yr oriau a weithiwyd bob wythnos neu hyd eu gwasanaeth.

Am ragor o fanylion cysylltwch ag Adain Adnoddau Dynol yr Adran Addysg a Gwasanaethau Cymunedol.

MATERNITY PROVISIONS

Rights of pregnant women to leave and pay are in accordance with the Conditions of Service for Schoolteachers in England and Wales ("the Burgundy Book") and locally negotiated procedures where so appropriate. These rights are dependent on pregnant employees complying with certain notification requirements.

The Occupational Maternity Scheme applies to all pregnant employees regardless of the number of hours worked per week or their length of service.

For further details please contact the Department of Education and Community Services' Human Resources Section.

GWYLIAU ERAILL

Mae amodau gwasanaeth presennol yr Awdurdod yn caniatáu amser i ffwrdd awdurdodedig gyda neu heb dâl, ar gyfer darpariaethau absenoldeb arbennig amrywiol. Ceir manylion pellach oddi wrth yr Adain Adnoddau Dynol.

OTHER LEAVE

Current Authority conditions of service allow authorised time off with or without pay, for various special leave provisions. Further details can be obtained from the Human Resources Section.

PENSIWN

Yn unol â Rheoliadau'r Cynllun Pensiwn Athrawon byddwch yn awtomatig yn dod yn aelod o'r Cynllun Pensiwn Athrawon. Os ydych yn dymuno tynnu'n ôl o'r cynllun, mae ffurflen tynnu'n ôl ar gael o Adain Adnoddau Dynol yr Adran Addysg a Gwasanaethau Cymunedol.

Mae'r pecyn Pensiwn a gyhoeddwyd yn rhoi manylion y buddion a ddarperir, ac mae manylion pellach ar gael hefyd ar y wefan Pensiwn Athrawon - www.teacherspensions.co.uk.

PENSION

In accordance with Teachers Pensions Scheme Regulations you will automatically become a member of the Teachers' Pension Scheme. Should you wish to opt out of the scheme, an Opting Out Form is available from the Department of Education and Community Services' Human Resources Section.

The Pension pack issued gives details of the benefits provided and further details are also available to view from Teachers Pensions website – www.teacherspensions.co.uk.

ARCHWILIADAU CYN CYFLOGI

Mae pob penodiad a weir yn amodol ar dderbyn y gwiriadau cyn cyflogi canlynol: -

• TYSTLYTHYRAU CYFLOGAETH

Mae penodiadau'n amodol ar dderbyn dau eirida boddhaol, a dylai un ohonynt fod gan eich cyflogwr presennol.

Yn achos swyddi sy'n gofyn am ddatgeliad o gofnodion troseddol, mae'n bolisi gan yr Awdurdod i archwilio unrhyw fylchau yn yr hanes cyflogaeth. Yn ychwanegol mae'n bosib i'r Awdurdod benderfynu gofyn am eirida ar gyfer y deng mlynedd diwethaf.

PRE-EMPLOYMENT CHECKS

All appointments are made conditional to receipt of the following pre-employment checks: -

• EMPLOYMENT REFERENCES

Appointments are subject to receipt of two satisfactory references, one of which should be from your current employer.

In the case of posts that require a criminal records disclosure, it is the Authority's policy to check any gaps in employment history. In addition the Authority may decide to seek references for the last ten years.

- **PRAWF O GYMWYSTERAU**

Wrth benodi, gofynnir i newydd-ddyfodiaid i wasanaeth yr Awdurdod i ddarparu prawf o'u cymwysterau, fel y'u hamlinellir yn eu cais gwreiddiol.

- **PRAWF ADNABOD**

Wrth benodi, gofynnir i ymgeiswyr newydd hefyd i ddarparu prawf adnabod, er enghraifft Tystysgrif Geni, Pasbort, neu Rif Yswiriant Gwladol.

- **ARCHWILIADAU MEDDYGOL**

Bydd gofyn i chi lenwi holiadur meddygol ac mewn rhai achosion, gall fod angen archwiliad meddygol gan Wasanaeth Iechyd Galwedigaethol y Cyngor.

- **DATGELIADAU COFNODION TROSEDDOL**

Mae swyddi addysgu wedi'u heithrio o Ddeddf Ailsefydlu Troseddwr 1974 oherwydd natur y gwaith dan sylw. O ganlyniad, mae'n ofynnol i ymgeiswyr i ymgymryd â Datgeliad DBS Ehangach o Gofnodion Troseddol ar benodi, a phob tair blynedd wedi hynny'n unol â Pholisi'r Cyngor.

Yn ogystal â hyn, gwneir archwiliadau yn erbyn yr wybodaeth a gedwir gan yr Awdurdod Lleol, gan gynnwys unrhyw gofnodion gwasanaethau cymdeithasol i sicrhau bod unrhyw risgiau'n cael eu canfod.

Rhaid i ymgeiswyr ar gyfer swyddi addysgu ddatgelu ar eu ffurflen gais unrhyw euogfarnau, rhybuddion, ceryddon a rhybuddion terfynol ar eu cofnod troseddol, gan gynnwys unrhyw rai sydd 'wedi darfod' dan ddarpariaeth y Ddeddf.

- **BETH YW DATGELIAD?**

Mae'r Gwasanaeth Datgelu a Gwahardd (Swyddfa Cofnodion Troseddol gynt), trwy wasanaeth o'r enw Datgeliad, yn helpu i ganfod darpar ymgeiswyr a allai fod yn anaddas ar gyfer gwaith, yn enwedig lle mae'n cynnwys cyswllt â phlant ac aelodau o gymdeithas sy'n agored i newid. Ar hyn o bryd mae datgeliadau safonol a manylach ar gael.

Cynhelir gwiriad DBS Manylach ar gyfer swyddi sy'n cynnwys llawer mwy o gyswllt â phlant neu oedolion agored i niwed (heb oruchwyliaeth). Mae'r lefel hon o ddatgeliad yn cynnwys

- **PROOF OF QUALIFICATIONS**

On appointment, all new entrants to the Authority's service will be requested to provide proof of qualifications, as outlined in their original application.

- **PROOF OF IDENTIFICATION**

On appointment, all new entrants will also be requested to provide proof of identification, for example Birth Certificate, Passport or National Insurance Number.

- **MEDICAL CHECKS**

You will be asked to complete a medical questionnaire and in some cases may require a medical examination by the Council's Occupational Health Service.

- **CRIMINAL RECORDS DISCLOSURES**

Teaching posts are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work involved. Applicants will therefore be required to undertake an Enhanced DBS Check of Criminal Records on appointment and every three years in line with Council Policy.

In addition to this, checks will also be made against information held by the Local Authority including any social services records to ensure that any potential risks are identified.

Teaching post applicants must disclose on their application form all convictions, cautions, reprimands and final warnings on their criminal record, including any that may be regarded as 'spent' under the provision of the Act.

- **WHAT IS A DISCLOSURE?**

The Disclosure and Barring Service (formerly Criminal Records Bureau), through a service called Disclosure help identify prospective candidates who may be unsuitable for work, especially where it involves contact with children and vulnerable members of society. The levels of the disclosure checks currently available are enhanced and standard.

An Enhanced Disclosure check is undertaken for positions involving a far greater degree of contact with children or vulnerable adults (unsupervised). This level of disclosure

archwiliad ychwanegol o gofnodion yr heddlu lleol, ar ben yr archwiliad safonol.

Cynhelir gwiriad DBS Safonol yn bennaf ar gyfer swyddi sy'n golygu gweithio gydag oedolion agored i niwed neu blant. Gall hyn hefyd fod ar gyfer pobl sy'n cychwyn ar broffesiwn penodol, megis ym maes y gyfraith a chyfrifeg.

Ni fydd cofnodion troseddol yn cael eu hystyried at ddibenion recriwtio oni bai bod y gollfarn yn berthnasol. Oni bai bod natur y gwaith yn mynnu hynny, ni fydd gofyn i chi ddatgelu collfarnau sydd wedi darhod dan delerau Deddf Ailsefydlu Troseddwyr 1974.

Ni fydd collfarn sydd heb ddarhod yn eich atal rhag cael eich cyflogi. Bydd hyn yn dibynnu ar amgylchiadau a chefnidir y drosedd. Mae'r Cyngor yn cydymffurfio â'i ymrwymadau dan y Ddeddf Diogelu Data a Chôd Ymarfer y Gwasanaeth Datgelu a Gwahardd, ac mae ganddo ddatganiadau polisi ar Recriwtio Cyn-droseddwyr a Thrin, Defnyddio a Storio Gwybodaeth Datgeliad yn Ddiogel.

includes an additional check of local police records, which is additional to a standard check.

A Standard Disclosure check is primarily for posts that involve working with vulnerable adults or children. This can also be issued for people entering certain professions, such as members of legal and accountancy professions.

Criminal records will be taken into account for recruitment purposes only when a conviction is relevant. Unless the nature of work demands it, you will not be asked to disclose convictions, which are spent under the terms of the Rehabilitation of Offenders Act 1974.

Having an unspent conviction will not bar you from employment. This will depend on the circumstances and background of the offence. The Council complies with its obligations under the Data Protection Act and the Disclosure and Barring Service Code of Practice and has policy statements on the Recruitment of Ex-Offenders and the Safe Handling, Use and Storage of Disclosure Information.

PERTHNASAU

Mae'n rhaid i chi ddatgan os ydych yn perthyn i unrhyw Gynghorydd neu uwch swyddog (Graddfa 9 neu uwch) o fewn yr Awdurdod hwn. Bydd methu â gwneud hynny'n eich gwahardd rhag cael eich penodi.

RELATIONS

You must declare if you are related to any Councillor or senior officer (Grade 9 or above) of this Authority. Failure to do so will disqualify you from appointment.

CYFLOG

Telir eich cyflog yn unol â'r darpariaethau a osodir yn y Ddogfen Tâl ac Amodau Athrawon Ysgol a gyhoeddir yn rheolaidd gan yr Adran Addysg a Sgiliau.

Mae'r holl staff addysgu, ar wahân i staff addysgu achlysurol/cyflenwi, yn cael eu talu'n fisol drwy drosglwyddiad credyd uniongyrchol. Mae staff addysgu achlysurol/cyflenwi yn cael eu talu y mis mewn ôl-ddyledion yn seiliedig ar y wybodaeth a gyflwynwyd ar daflenni amser ardystiedig.

Petaech chi, am unrhyw reswm, yn cael eich gordalu, gellir tynnu'r gordaliad hwnnw o daliad(au) cyflog dilynol, neu o unrhyw dâl arall sy'n ddyledus i chi gan y Cyngor.

SALARY

Your salary will be paid in accordance with the provisions set out in the School Teachers Pay and Conditions Document published regularly by the Department for Education and Skills.

All teaching staff, apart from casual/supply teaching staff, are paid monthly by direct credit transfer. Casual/supply teaching staff are paid a month in arrears based on the information submitted on certified time-sheets.

Should you for any reason be overpaid, the overpayment may be deducted from subsequent salary payment(s) or any other payment due to you from the Council.

POLISI DIM YSMYGU Mae'r Awdurdod yn gweithredu Polisi Dim Ysmygu ym mhob un o adeiladau'r Cyngor. Bydd ysmygu ond yn cael ei ganiatáu mewn 'Ardaloedd Ysmygu' allanol. Mae'r Polisi hwn wedi'i gyflwyno'n bennaf er budd iechyd, diogelwch a lles y gweithwyr.	NO SMOKING POLICY The Authority operates a No Smoking Policy in all Council premises. Smoking will only be allowed in external 'Smoking Areas'. This Policy has been introduced primarily in the interest of the health, safety and welfare of employees.
UNDEBAU LLAFUR Mae'r Awdurdod yn cydnabod nifer o Undebau Llafur at ddiben ymgynghori a chynrychioli aelodau. Mae gennych yr hawl i ymuno ag Undeb Llafur neu beidio.	TRADE UNIONS The Authority recognises a number of Trade Unions for the purpose of consultation and member representation. You have a right to join or not to join a Trade Union.
HYFFORDDIANT A DATBLYGIAD Mae'n amod o'ch gwasanaeth eich bod yn ymgymryd â'r holl hyfforddiant priodol a nodir ar gyfer eich swydd.	TRAINING AND DEVELOPMENT It is a condition of your service that you undertake all appropriate training as specified for your post.
CYNLLUN IAITH GYMRAEG Mae'r Awdurdod wedi cytuno ar Gynllun Iaith Gymraeg, sy'n amlygu ymrwymiad yr Awdurdod i drin y Gymraeg a'r Saesneg yn gyfartal wrth ddarparu gwasanaethau'r Cyngor. Mae'r Cyngor hefyd yn annog ei staff i ddysgu Cymraeg trwy ariannu cyrsiau hyfforddi perthnasol.	WELSH LANGUAGE SCHEME The Authority has an agreed Welsh Language Scheme, which highlights the Authority's commitment that English and Welsh are treated equally in the delivery of the Council's services. The Council also encourages its staff to learn Welsh by funding relevant training courses.
CYDBWYSEDD BYWYD A GWAITH Mae Polisi Cydbwysedd Bywyd a Gwaith yr Awdurdod yn hyrwyddo cydbwysedd rhwng gwaith a bywyd cartref, ac mae'n cynnwys Cynllun Rhannu Swydd, gweithio rhan-amser, Absenoldeb Mabwysiadu, Absenoldeb Tadolaeth, Absenoldeb Rhiant, Gweithio Hyblyg a darpariaethau absenoldeb arbennig amrywiol.	WORK LIFE BALANCE The Authority's work life balance policy promotes a balance between work and home life and includes Job Share Scheme, part-time working, Adoption Leave, Paternity leave, Parental Leave, Flexible Working and various special leave provisions.
GWYBODAETH BELLACH AC YMHLIADAU Os hoffech gael mwy o wybodaeth neu os oes gennych unrhyw ymholiadau am y swydd yr ydych yn gwneud cais amdani, cysylltwch ag Adain Adnoddau Dynol Gwasanaethau Dysgu ar 01970 633684.	FURTHER INFORMATION AND QUERIES If you would like more information or have any queries about the job for which you are applying please contact please contact the Learning Services' HR Section on 01970 633684.
MAE'R DDOGFEN HON YN GWIR AR ADEG EI CHYHOEDDI. DYLAI YMGEISWYR FOD YN YMWBODOL Y GALL NEWIDIADAU DEDDF A PHOLISI EFFEITHIO AR GYNNWYS Y DDOGFEN.	THIS DOCUMENT IS CORRECT AT TIME OF PUBLICATION. APPLICANTS SHOULD BE AWARE THAT LEGISLATIVE AND POLICY CHANGES MAY OCCUR WHICH MAY AFFECT THE CONTENTS THIS DOCUMENT.