



## CYMHORTHYDD DYSGU

Cyfeirnod y swydd: YBHF00319W1SJE  
Lleoliad: Ysgol Brynhyfryd, Rhuthun  
Cyflog: Gradd 3 £17,754 - £18,051 pa  
Oriau: 32½ awr yr wythnos  
Tymor yr ysgol a 5 diwrnod hyfforddiant  
Llawm amser / Rhan Amser yn cael ei ystyried  
Swydd barhāol. I gychwyn Medi 2024  
*Mae'r gall i siarad Cymraeg yn hanfodol yn y swydd hon*

Rydym yn chwilio am unigolyn brwdfrydig i ymuno â'n tîm o Gynorthwywyr Dysgu i gefnogi mynediad at ddysgu i ddisgyblion a darparu cefnogaeth gyffredinol i'r Athro/awes wrth reoli grwp o ddisgyblion gydag ADY yng Nghyfnod Allweddol 3 a 4.

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal, geirdāon boddhāol a cofrestrriad ā CGA.

Os hoffech drafod unrhyw agwedd o'r swydd, ffoniwch Ms Haf Wildermuth, Cydlynnydd ADY ar 01824 703933.

Os oes gennych ddi-ddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk) Am dudilliau 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 o'r dyddiad cau, mae'n rhaid i chi gymryd nad ydych wedi'ch rhoi ar y rhestr fer am gyfweliad.

**Dyddiad Cau: 15<sup>fed</sup> o Orffennaf, 2024**

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.

## TEACHING ASSISTANT

Job reference: YBHF00319W1SJE  
Location: Ysgol Brynhyfryd, Ruthin  
Salary Grade 3 £17,754 - £18,051 pa  
Hours: 32½ hours per week  
Term time + 5 training days  
Full time / Part Time Considered  
Permanent. To start September 2024  
*The ability to speak Welsh is an essential requirement*

We are looking for an enthusiastic person to join our team of Teaching Assistants to support access to learning for pupils and to provide general support to the teacher in the management of a group of ALN pupils in Key Stage 3 and 4 classrooms.

Appointment subject to Disclosure & Barring Service Check, satisfactory references and EWC registration.

If you would like to discuss any aspect of the post, please call, Ms Haf Wildermuth, ALN Co-ordinator on 01824 703933.

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://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: 15th July, 2024**

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

<b>Teitl y Swydd:</b>	<b>Cymhorthydd Dysgu</b>
<b>Graddfa:</b>	<b>Gradd 3</b>
<b>Gwasanaeth:</b>	<b>Ysgolion</b>
<b>Maes Gwasanaeth:</b>	<b>Ysgol Brynhyfryd</b>
<b>Yn atebol i:</b>	<b>Y Pennaeth</b>
<b>Cyfeirnod y Swydd:</b>	<b>1232</b>

### Pwrpas y Swydd

Gweithio dan gyfarwyddyd uniongyrchol staff dysgu/uwch staff, fel rheol 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, 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. llungopiö, teipio, ffeilio, trin arian, gweinyddu gwaith cwrs 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 goruchwyllo 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, a chymryd cyfrifoldeb am grŵp dan oruchwyliaeth yr athro

#### **Adnoddau / Offer / Deunyddiau**

D/A

#### **Goruchwyllo / Rheoli Pobl**

D/A

#### **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, fidio, llungopiwr

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

D/A

## Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; Clirhād DBS, 2 geirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisiâu a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

## Gweledigaeth / Cyd-destun

Mae'r swydd hon i gefnogi lles a dysg disgyblion fel bod pob plentyn yn cael y cyfle i gyrraedd eu llawn botensial.

## 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).

<b>Teitl y Swydd:</b>	<b>Cymhothydd Dysgu</b>		
<b>Gwasanaeth:</b>	<b>Ysgolion</b>		
<b>Graddfa:</b>	<b>Gradd 3</b>		
<b><u>MEINI PRAWF</u></b>	<b><u>HANFODOL</u></b>	<b><u>DYMUNOL</u></b>	<b><u>DULL ASESU</u></b> Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
<b>1. ADDYSG A CHYMWYSTERAU</b>	<p>Sgiliau rhifedd / llythrennedd dā</p> <p>NVQ 2 ar gyfer Cynorthwyr Addysgu neu gymhwyster neu brofiad perthnasol</p> <p>Hyfforddwyd yn y strategaethau dysgu perthnasol e.e. llythrennedd</p>	Hyfforddiant cymorth cyntaf / hyfforddiant fel y bō'n briodol	Ffurflen Gais  Cyfweliad
<b>2. PROFIAD PERTHNASOL</b>	Gweithio gyda neu gofalu am blant o'r oedran perthnasol		Ffurflen Gais  Cyfweliad
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	<p>Dealltwriaeth o'r polisiâu/codau ymarfer a bod yn ymwybodol o ddeddfwriaeth berthnasol</p> <p>Dealltwriaeth gyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a rhaglenni / strategaethau dysgu syflaenol eraill</p> <p>Dealltwriaeth sylfaenol o ddatblygiad a dysgu plant</p>		Ffurflen Gais  Cyfweliad

	<p>Defnyddio TGCh yn effeithiol i gefnogi dysgu</p> <p>Medru defnyddio offer a thechnoleg arall – fidio, llungopiwr</p>		
<b>4. NODWEDDION PERSONOL</b>	<p>Medru hunanarfarnu anghenion dysgu a chwilio am gyfleoedd dysgu</p> <p>Medru ymwneud yn dda â phlant ac oedolion</p>		<p>Ffurflen Gais</p> <p>Cyfweliad</p>
<b>5. GOFYNIION ERAILL</b>	<p>Empathi gyda'r Gymraeg a diwylliant Cymru.</p> <p>Y gall i siarad Cymraeg.</p>		<p>Ffurflen Gais</p> <p>Cyfweliad</p>

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Grade:</b>	<b>Grade 3</b>
<b>Service:</b>	<b>Schools</b>
<b>Service Area:</b>	<b>Ysgol Brynhyfryd</b>
<b>Responsible to:</b>	<b>The Headteacher</b>
<b>Job ID Number:</b>	<b>1232</b>

### 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**

N/A

### **Supervision/Management of People**

N/A

### **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**

N/A



## Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years' employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

## Vision/Context

This role is to support the wellbeing and learning of pupils in order that every child has the opportunity to reach their full potential.

## 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).

<b>Post Title:</b>	<b>Teaching Assistant</b>		
<b>Service</b>	<b>Schools</b>		
<b>Grade:</b>	<b>Grade 3</b>		
<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>METHOD OF ASSESSMENT</u></b> Application Form / Interview / Presentation / References etc
<b>1. EDUCATION &amp; QUALIFICATIONS</b>	<p>Good numeracy/literacy skills</p> <p>NVQ 2 for Teaching Assistants or equivalent qualifications or experience</p> <p>Training in the relevant learning strategies e.g. literacy</p>	First aid training/training as appropriate	<p>Application Form</p> <p>Interview</p>
<b>2. RELEVANT EXPERIENCE</b>	Working with or caring for children of relevant age		<p>Application Form</p> <p>Interview</p>
<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	<p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>General understanding of national/foundation stage curriculum and other basic learning programmes/ strategies</p> <p>Basic understanding of child development and learning</p> <p>Effective use of ICT to support learning</p> <p>Ability to use other equipment technology – video, photocopier</p>		<p>Application Form</p> <p>Interview</p>

<b>4. PERSONAL QUALITIES</b>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p>		<p>Application Form</p> <p>Interview</p>
<b>5. OTHER REQUIREMENTS</b>	<p>Empathy with the Welsh Language and Culture.</p> <p>Ability to speak Welsh</p>		<p>Application Form</p> <p>Interview</p>