

## CYMHORTHYDD DYSGU – LEFEL 2 - Cymraeg Hanfodol

Rhif Swydd: YBHF00305W1CWE  
Lleoliad: Ysgol Brynhyfryd, Rhuthun  
Gyflog: Gradd 3, £17,834 - £18,131 y flwyddyn  
Oriau: 32½ awr - Tymor yn unig + 5 diwrnod  
hyfforddiant  
Llawn amser / Rhan Amser yn cael ei ystyried  
Parhaol  
Dyddiad Cychwyn: Rhagfyr 2023  
Swydd Allanol

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

Mae pob penodiad yn amodol ar Ddatgeliad y Gwasanaeth Datgelu ac Atal a geir daon boddhaol.

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

Rhaid i CVs fod ynghlwm wrth ffurflen gais swyddogol Cyngor Sir Ddinbych. Rhaid cyflwyno llythyr cais.

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 ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

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 gyfweiliad.

**Dyddiad Cau: 30 Tachwedd 2023**

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 - LEVEL 2 – Welsh Essential

Job Ref: YBHF00305W1CWE  
Location: Ysgol Brynhyfryd, Ruthin  
Salary: Grade 3, £17,834 - £18,131 per annum  
Hours: 32½ hours - Term time only + 5 training days  
Full time / Part Time Considered  
Permanent  
Start Date: December 2023  
External vacancy

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.

All appointments are subject to Disclosure & Barring Service Check and satisfactory references.

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

CVs must be accompanied by a completed Denbighshire County Council Application Form

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.

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: 30 November 2023**

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

**Teitl y Swydd: Cymhorthydd Dysgu Cyffredinol Lefel 2**

**Graddfa: 3**

**Gwasanaeth: Ysgolion**

**Yn gyfrifol i: Pennaeth**

**Swydd I.D / Dyddiad cyhoeddi:**

### **Pwrpas y Swydd**

Gweithio dan gyfarwyddyd/arweiniad athro/uwch staff dysgu i ymgymryd â rhaglenni gwaith/gofal/cefnogi, i alluogi mynediad i ddisgyblion i addysg a chynorthwyo'r athro wrth reoli disgyblion a'r dosbarth. Gall y gwaith ddigwydd yn y dosbarth neu'r tu allan i'r prif safle dysgu.

### **Prif Gyfrifoldebau**

#### **Cefnogi'r Disgyblion**

Goruchwyllo a rhoi cefnogaeth benodol i ddisgyblion, gan gynnwys rhai ag anghenion arbennig, gan sicrhau eu diogelwch a'u bod yn cael mynediad at weithgareddau dysgu.

Cynorthwyo gyda datblygu a gweithredu Cynlluniau Addysg Unigol/Ymddygiad a rhaglenni Gofal Personol

Sefydlu perthynas adeiladol gyda disgyblion, gan weithio gyda hwy yn ôl anghenion unigol

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

Gosod disgwyliaidau ymestynnol a hyrwyddo hunan-barch ac annibyniaeth

Rhoi adborth i ddisgyblion mewn perthynas â chynnydd a chyrhaeddiad dan arweiniad yr athro

#### **Cefnogi'r Athro**

Creu a chynnal amgylchfyd gwaith pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi a chynorthwyo gydag arddangos gwaith disgyblion

Defnyddio strategaethau, mewn cysylltiad â'r athro, i gefnogi disgyblion i gyflawni amcanion dysgu

Cynorthwyo gyda chynllunio gweithgareddau dysgu

Monitro ymatebion disgyblion mewn perthynas â chynlluniau gweithredu a chofnodi cyrhaeddiad/cynnydd yn unol â chyfarwyddiadau

Rhoi adborth manwl a rheolaidd i athrawon ar gyflawniad, cynnydd, problemau ac ati

Hyrwyddo ymddygiad da gan ddisgyblion, gan ddelio'n gyflym gydag anghydfod a digwyddiadau yn unol â'r polisi a bennwyd ac annog disgyblion i gymryd cyfrifoldeb am eu hymddygiad eu hunain

Sefydlu perthynas adeiladol gyda rhieni/ofalwyr

Rhoi profion arferol ac arolygu arholiadau, a marcio gwaith rheolaidd disgyblion

Rhoi cefnogaeth glerigol/weinyddol e.e. llungopïo, teipio, ffeilio, trin arian, gweinyddu gwaith cwrs ac ati

### **Cefnogi'r Cwricwlwm**

Creu a chynnal amgylchfyd gwaith pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi a chynorthwyo gydag arddangos gwaith disgyblion

Defnyddio strategaethau, mewn cysylltiad â'r athro, i gefnogi disgyblion i gyflawni amcanion dysgu

Cynorthwyo gyda chynllunio gweithgareddau dysgu

Monitro ymatebion disgyblion mewn perthynas â chynlluniau gweithredu a chofnodi cyrhaeddiad/cynnydd yn unol â chyfarwyddiadau

Rhoi adborth manwl a rheolaidd i athrawon ar gyflawniad, cynnydd, problemau ac ati

Hyrwyddo ymddygiad da gan ddisgyblion, gan ddelio'n gyflym gydag anghydfod a digwyddiadau yn unol â'r polisi a bennwyd ac annog disgyblion i gymryd cyfrifoldeb am eu hymddygiad eu hunain

Sefydlu perthynas adeiladol gyda rhieni/ofalwyr

Rhoi profion arferol ac arolygu arholiadau, a marcio gwaith rheolaidd disgyblion

Rhoi cefnogaeth glerigol/weinyddol e.e. llungopïo, teipio, ffeilio, trin arian, gweinyddu gwaith cwrs ac ati

### **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 a chymryd rhan mewn 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, a chymryd cyfrifoldeb am grŵp dan oruchwyliaeth yr athro

Dyletswyddau amser cinio

#### **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

NVQ 2 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad cyfatebol

Hyfforddiant yn y strategaethau dysgu perthnasol e.e. llythrennedd

Hyfforddiant cymorth cyntaf/hyfforddiant fel y bo'n briodol

Defnyddio TGCh yn effeithiol i gefnogi dysgu

Defnyddio offer technegol arall – fidio, llungopiwr

Deall polisiâu/codau ymarfer perthnasol a bod yn ymwybodol o'r ddeddfwriaeth berthnasol

Dealltwriaeth gyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a rhaglenni/strategaethau dysgu sylfaenol eraill

Dealltwriaeth sylfaenol o ddatblygiad plant a sut maent yn dysgu

Medru arfarnu eich anghenion dysgu a chwilio am gyfleoedd dysgu

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**

Gwiriad Gwasanaeth Datgelu ac Atal , Archwiliad Iechyd, Swydd wedi ei chyfyngu'n wleidyddol

### **Gweledigaeth / Cyd-destun**

Ysgrifennwch baragraff neu ddau yn disgrifio gweledigaeth y swydd pan fydd yn swydd newydd, neu ddiffinio'r cyd-destun pan fo'n swydd sydd wedi ei sefydlu eisoes.

e.e. Crëwyd y swydd hon i roddi ffocws i holl weithgareddau plant yng ngwasanaeth newydd Llyfrgell y Sir

# 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 gyfweid 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 bertnasol).

### Teitl y Swydd: Cymhorthydd Dysgu Cyffredinol Lefel 2

Gwasanaeth: Ysgolion

Graddfa: 3

<u>MEINI PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL ASESU</u> Ffurflen Gais / Cyfweid / Cyflwyniad / Geirada ac ati
<b>i.</b> <b>ADDYSG A CHYMWYSTERAU</b>	Sgiliau rhifedd / llythrennedd da  NVQ 2 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad perthnasol  Hyfforddwyd yn y strategaethau dysgu perthnasol e.e. llythrennedd		Ffurflen Gais / Cyfweid
<b>ii.</b> <b>PROFIAD PERTHNASOL</b>	Gweithio gyda neu ofalu am blant o'r oedran perthnasol		Ffurflen Gais / Cyfweid
<b>iii.</b> <b>GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	Dealltwriaeth o'r polisiau/codau ymarfer a bod yn ymwybodol o		Ffurflen Gais / Cyfweid

	<p>ddeddfwrriaeth 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> <p>Defnyddio TGCh yn effeithiol i gefnogi dysgu</p> <p>Medru defnyddio offer a thechnoleg arall – fidio, llungopiwr</p>		
<p><b>iv.</b></p> <p><b>NODWEDDION PERSONOL</b></p>	<p>Medru hunanarfarnu anghenion dysgu a chwilio am gyfleoedd dysgu</p> <p>Medru ymwneud yn dda â phlant ac oedolion</p> <p>Gweithio'n adeiladol fel aelod o dîm, deall rôl a chyfrifoldebau yn y dosbarth a'ch sefyllfa chi mewn perthynas â'r rhain</p>		<p>Ffurflen Gais / Cyfweiliad</p>
<p><b>v.</b></p> <p><b>GOFYNIION ERAILL</b></p>	<p>Empathi gydag iaith a diwylliant Cymru</p> <p>Medru siarad Cymraeg</p>		<p>Ffurflen Gais / Cyfweiliad</p>



## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

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**Job Title: Teaching Assistant General Level 2**

**Grade: 3**

**Service: Schools**

**Responsible to: Headteacher**

**Job ID Number / Date Issued:**

### **Job Purpose**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Principal Accountabilities and Responsibilities**

#### **Support for Pupils**

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes

Establish constructive relationships with pupils and interact with them according 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

Set challenging and demanding expectations and promote self-esteem and independence

Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### **Support for the Teacher**

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work



Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

Assist with the planning of learning activities

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Establish constructive relationships with parents/carers

Administer routine tests and invigilate exams and undertake routine marking of pupils' work

Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### **Support for the Curriculum**

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

Assist with the planning of learning activities

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Establish constructive relationships with parents/carers

Administer routine tests and invigilate exams and undertake routine marking of pupils' work

Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### 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 and participate in 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, and take responsibility for a group under the supervision of the teacher

Lunchtime Duties

### 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

NVQ 2 for Teaching Assistants or equivalent qualifications or experience

Training in the relevant learning strategies e.g. literacy

First aid training/training as appropriate

Effective use of ICT to support learning

Use of other equipment technology – video, photocopier

Understanding of relevant polices/codes of practice and awareness of relevant legislation

General understanding of national/foundation stage curriculum and other basic learning programmes/strategies

Basic understanding of child development and learning

Ability to self-evaluate learning needs and actively seek learning opportunities

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**

Write one or two paragraphs to describe either the vision of the post when it is a new post, or to define the context when it is an established position.

e.g. This job was created to give focus to all children's activities in the new County Library Service.

# 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:** Teaching Assistant General Level 2  
**Service:** Schools  
**Grade:** 3

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
<b>i. 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	Application Form/ Interview
<b>ii. RELEVANT EXPERIENCE</b>	Working with or caring for children of relevant age		Application Form/ Interview
<b>iii. 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</p>		Application Form/ Interview

	<p>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>iv.</p> <p><b>PERSONAL QUALITIES</b></p>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p>		<p>Application Form/ Interview</p>
<p>v.</p> <p><b>OTHER REQUIREMENTS</b></p>	<p>Empathy with the Welsh language and culture</p> <p>Ability to speak Welsh</p>		<p>Application Form/ Interview</p>