

## Cymhorthydd Dysgu Cyffredinol Lefel 1

Cyfeirnod y swydd: YCST00027W3MTE  
Lleoliad: Ysgol y Castell, Rhuddlan  
Cyflog: Graddfa 2 - £11.79 yr awr  
Oriau: 12.5 awr yr wythnos – 12.45yh – 3.15yh  
Tymor Ysgol yn unig  
Drost Dro tan 31.08.24  
Swydd Allanol

Mae Corff Llywodraethol Ysgol y Castell yn chwilio i benodi Cymhorthydd Lefel 2 i ddarparu cefnogaeth gyffredinol o fewn dosbarth.

Bydd yr ymgeisydd llwyddiannus yn –  
- Meddu ar sgiliau cyfathrebu da  
- Meddu ar sgiliau llythrennedd a rhifedd o safon dda  
- Gallu gweithredu ar ei fenter ei hun  
- Mae'r swydd hon yn amodol ar gofrestru â Chyngor y Gweithlu Addysg

Penodiad yn amodol ar Wiriad Gwasanaeth Datgelu a Gwahardd a geir daon boddhaol.

Croesewir ymweliad â'r Ysgol gan ymgeiswyr â diddordeb. Cysylltwll yn uniongyrchol â'r Ysgol i trefnu ymweliad.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch y Pennaeth, Sara Tate ar 01745 590545.

Os oes gennych ddiddordeb 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.

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 gyfweiliad.

**Dyddiad Cau: 16/04/2024**

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 – General Level 1

Job reference: YCST00027W3MTE  
Location: Ysgol y Castell, Rhuddlan  
Salary: Grade 2 - £11.79 per hour  
Hours: 12.5 hours a week – 12.45pm-3.15pm  
Term time only  
Fixed Term till 31.08.24  
External vacancy

The Governing Body at Ysgol y Castell are keen to appoint an enthusiastic and dynamic Teaching Assistant to provide general support within the classroom to aid pupil development.

The successful candidate will –  
- Possess good communication skills  
- Possess a good standard of literacy and numeracy  
- Be able to act on their own initiative  
- The post is subject to Education Workforce Council Registration

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

A visit to the school by interested candidates is welcomed. Please contact the school directly to arrange a visit.

If you would like to discuss any aspect of the post, please call the Headteacher, Sara Tate on 01745 590545.

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: 16/04/2024**

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 - Cyffredinol - Lefel 1</b>
<b>Graddfa:</b>	<b>2</b>
<b>Gwasanaeth:</b>	<b>Addysg</b>
<b>Maes Gwasanaeth:</b>	<b>Ysgolion</b>
<b>Yn atebol i:</b>	<b>Pennaeth</b>
<b>Cyfeirnod y Swydd / Dyddiad cyhoeddi:</b>	<b>1231</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

#### Cefnogi Disgyblion

- Delio ag anghenion personol disgyblion, a gweithredu rhaglenni personol cysylltiedig, gan gynnwys rhaglenni cymdeithasol, corfforol, glendid, cymorth cyntaf a materion lles.
- Goruchwyllo 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

#### 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, gweinyddu gwaith cwrs ac ati

#### 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

## 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

Amherthnasol

### Goruchwyllo / Rheoli Pobl

Yn gyfrifol am oruchwyllo'r plant

### 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

Amherthnasol

### Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'r swydd yn gofyn am wiriad DBS yn unol â'r diffiniad o weithgaredd rheoledig oherwydd ei fod yn cynnwys Gweithio mewn ysgolion.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau 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 pholisïau 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 Awdurdod 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 gyfweild 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>Cymhorthydd Dysgu - Cyffredinol - Lefel 1</b>		
<b>Gwasanaeth:</b>	<b>Addysg</b>		
<b>Graddfa:</b>	<b>2</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 / Cyfweiliad / Cyflwyniad / Geirda ac ati
<b>1. ADDYSG A CHYMWYSTERAU</b>	<p>Sgiliau rhifedd / llythrennedd da</p> <p>NVQ 2 ar gyfer Cymhorthwyr Addysgu neu gymhwyster neu brofiad cywerth.</p> <p>Hyfforddiant mewn strategaethau dysgu perthnasol e.e. cyfathrebu/ llythrennedd</p>	Hyfforddiant Cymorth Cyntaf /hyfforddiant fel y bo'n briodol.	Ffurflen Gais Cyfweiliad
<b>2. PROFIAD PERTHNASOL</b>	Profiad o weithio neu ofalu am blant o oedran perthnasol.		Ffurflen Gais Cyfweiliad
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	<p>Dealltwriaeth o'r polisiau/codau ymarfer perthnasol ac ymwybyddiaeth o'r ddeddfwriaeth berthnasol</p> <p>Dealltwriaeth cyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a chynlluniau/ strategaethau dysgu sylfaenol eraill</p> <p>Dealltwriaeth sylfaenol o ddatblygiad a dysgu plant</p> <p>Y gallu i ddefnyddio TGCh yn effeithiol i gefnogi dysgu</p>		Ffurflen Gais Cyfweiliad

	Gallu defnyddio offer technegol eraill – fideo, llungopiwr.		
<b>4. NODWEDDION PERSONOL</b>	<p>Y gallu i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu.</p> <p>Y gallu i uniaethu'n dda â phlant ac oedolion.</p>		Ffurflen Gais Cyfweliad
<b>5. GOFYNION ERAILL</b>	Empathi gyda'r Gymraeg a diwylliant Cymru.	Gallu i siarad Cymraeg	Ffurflen Gais Cyfweliad

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Teaching Assistant - General - Level 1</b>
<b>Grade:</b>	<b>2</b>
<b>Service Area:</b>	<b>Schools</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job ID Number / Date Issued:</b>	<b>1231</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**

Responsible for supervising the children

**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**

The post requires a DBS check in line with the definition of a regulated activity because it involves Working in schools.

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 Authority 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 - General - Level 1</b>		
<b>Service</b>	<b>Education</b>		
<b>Grade:</b>	<b>2</b>		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> 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	Application Form Interview
<b>2. RELEVANT EXPERIENCE</b>	Working with or caring for children of relevant age		Application Form Interview
<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>		Application Form Interview

<p><b>4. 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>Application Form Interview</p>
<p><b>5. OTHER REQUIREMENTS</b></p>	<p>Empathy with the Welsh Language and Culture</p>	<p>Fluent in Welsh language</p>	<p>Application Form Interview</p>