

## Cymhorthydd Dysgu AAA – Cyfnod penodol Mamolaeth

Cyfeirnod y swydd: YEML00141W3LDE

Lleoliad: Ysgol Emmanuel, Y Rhyl

Cyflog: Gradd 2, £11.79 yr awr

Oriau: 30 awr y wythnos

Tan 31.08.24 – cyfnod mamolaeth

Adeg Tymor yn unig

Allanol

Mae Corff Llywodraethol Ysgol Emmanuel yn ceisio penodi Cynorthwywyr Addysgu ALN i weithio gyda phlant ag anghenion ychwanegol ac i gynnal ymyriadau y tu allan i'r ystafell ddosbarth yn ôl yr angen i gynorthwyo datblygiad disgyblion. Brydd y swydd tan 31.08.24 neu ar ddiwedd yr absenoldeb mamolaeth os yn gynharach.

Bydd yr ymgeisydd llwyddiannus yn:

- Meddu ar brofiad o weithio gyda phlant ag anghenion dysgu ychwanegol
- Meddu ar sgiliau cyfathrebu da
- Meddu ar sgiliau llythrennedd a rhifedd osafon dda
- Gallu gweithredu ar ei fenter ei hun
- Gallu rhyngweithio gyda disgyblion hefo anghenion addysgol arbennig
- Mae'r swydd hon yn amodol ar gofrestru â Chyngor y Gweithlu Addysg

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geir daon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch y Pennaeth – Rona Jones ar 01745 353447.

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)

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: 4 Rhagfyr 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 Assistants – ALN – Maternity Cover

Job reference: YEML00141W3LDE

Location: Ysgol Emmanuel, Rhyl

Salary: Grade 2, £11.79 per hour

Hours: 30 hours per week

Until 31.08.24 – maternity cover

Term Time Only

External vacancy

The Governing Body of Ysgol Emmanuel is seeking to appoint ALN Teaching Assistants to work with children with additional needs and to carry out interventions outside the classroom as necessary to aid pupil development. The position will be until 31.08.24 or at the end of the maternity leave if earlier.

The successful candidate will:

- Have experience of working with children with additional learning needs
- Possess good communication skills
- Possess a good standard of literacy and numeracy
- Be able to act on their own initiative
- Be able to interact with pupils with ALN
- The post is subject to Education Workforce Council Registration

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

If you would like to discuss any aspect of the post, please call the Headteacher – Rona Jones on 01745 353447.

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

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: 4 December 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

<b>Teitl y Swydd:</b>	<b>Cymhorthydd Dysgu – Anghenion Addysgol Arbennig 1:1</b>
<b>Graddfa:</b>	<b>2</b>
<b>Gwasanaeth:</b>	<b>Ysgolion</b>
<b>Maes Gwasanaeth:</b>	<b>Ysgol Emmanuel</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'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

Cefnogi ymyriadau sy'n canolbwyntio ar wella cyrhaeddiad disgyblion o gefndiroedd difreintiedig, monitro cynnydd disgyblion yn rheolaidd a gwerthuso effaith yr ymyriad.

#### 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, 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**

Ddim yn berthnasol

### **Goruchwyllo / Rheoli Pobl**

Ddim yn berthnasol

### **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad**

Gweithio gyda neu ofalu am blant o'r oedran perthnasol

Sgiliau rhifedd/llythrennedd da

Cymryd rhan mewn cyfleoedd datblygu a hyfforddiant

Gwybodaeth briodol o gymorth cyntaf

Defnyddio technoleg sylfaenol – cyfrifiadur, llechen (tablet), 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**

Ddim yn berthnasol

### **Archwiliadau Cyflogaeth / Gofynion Penodol**

## DBS, Archwiliad Iechyd, Geirda Boddhaol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirida 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 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 Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

## 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 - AAA</b>		
<b>Gwasanaeth:</b>	<b>Ysgolion</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>
<b>1. ADDYSG A CHYMWYSTERAU</b>	<p>Sgiliau rhifedd / llythrennedd da</p> <p>NVQ 2 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad perthnasol</p> <p>Hyfforddwyd yn y strategaethau dysgu perthnasol e.e. llythrennedd</p>	Hyfforddiant cymorth cyntaf / hyfforddiant fel y bo'n briodo	Ffurflen Gais / Cyfweiliad
<b>2. PROFIAD PERTHNASOL</b>		Gweithio neu ofalu am blant gyda Anghenion Dysgu Ychwanegol	Ffurflen Gais / Cyfweiliad
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	<p>Dealltwriaeth o'r polisiau/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> <p>Defnyddio TGCh yn effeithiol i gefnogi dysgu</p> <p>Medru defnyddio offer a thechnoleg arall – fidio, llungopiwr</p>		Ffurflen Gais / Cyfweiliad

<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>		Ffurflen Gais / Cyfweliad
<b>5. GOFYNION ERAILL</b>	Empathi gyda'r Gymraeg a diwylliant Cymru.	Y Y gallu I siarad ac ysgrifennu trwy'r Gymraeg	Ffurflen Gais / Cyfweliad

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Teaching Assistant – Additional Learning Needs</b>
<b>Grade:</b>	<b>2</b>
<b>Service:</b>	<b>Schools</b>
<b>Service Area:</b>	<b>Ysgol Emmanuel</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job ID Number / Date Issued:</b>	<b>1231</b>

### Job Purpose

To work under the instruction/guidance of teaching/senior staff, the classroom with the teacher or 2:1 outside the classroom, to support access to learning for a pupil with specific Additional Learning needs.

### Principal Accountabilities and Responsibilities

#### Support for Pupils

Attend to the pupil with ALN's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

Supervise and support the pupil 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 pupil to interact with others and engage in activities led by the teacher

Encourage pupil to act independently as appropriate

Support interventions that focus on improving the attainment of the pupil, regularly monitoring the pupil's progress and evaluating the impact of the intervention.

#### Support for the Teacher

Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil 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 pupil to understand instructions

Support pupil in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher



Support pupil in using basic ICT as directed

Prepare and maintain equipment/resources as directed by the teacher and assist pupil 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 the pupil out of lesson times, including before and after school and at lunchtimes

Accompany teaching staff and pupils on visits, trips and out of school activities as required

**Resources/Equipment/Material**

Not Applicable

**Supervision/Management of People**

Not Applicable

**Knowledge, Skills, Training and Experience**

Working with or caring for children of relevant age

Good numeracy/literacy skills

Participate in development and training opportunities

Appropriate knowledge of first aid

Use basic technology – computer, video, photocopier

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

**Special Working Conditions**

Not Applicable

**Employment Checks/ Specific Requirements**

DBS Check, Health Surveillance, Satisfactory References



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.

## 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 ALN</b>		
<b>Service</b>	<b>Ysgolion</b>		
<b>Grade:</b>	<b>2</b>		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<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>	<p>First aid training/training as appropriate</p> <p>Timian training</p>	Application Form/ Interview
<b>2. RELEVANT EXPERIENCE</b>	<p>Working with or caring for children with Additional Learning Needs.</p> <p>Experience of managing small groups of children</p>	<p>Experience of delivering nurture interventions e.g ELSA</p> <p>Experience in delivering Literacy and Numeracy interventions</p>	Application Form/ Interview
<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	<p>Understanding of relevant polices/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>Secure knowledge of child development and learning</p> <p>Good positive behaviour management</p> <p>Effective use of ICT to</p>		Application Form/ Interview

	<p>support learning</p> <p>Ability to use other equipment technology – video, photocopier</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>Reliable and honest</p> <p>Able to work as part of a team</p>		Application Form/ Interview
<b>5. OTHER REQUIREMENTS</b>	<p>Empathy with the Welsh Language and Culture</p>	<p>To be able to work through the medium of Welsh</p>	Application Form/ Interview