



Cymhorthydd Addysgu Cymorth 1-i-1

Cyfeirnod y swydd: YPMF00060W3LDE

Lleoliad: Ysgol Penmorfa, Prestatyn

Cyflog: Gradd 2 - £11.79 yr awr

Oriau: 27.5 awr yr wythnos

Yn ystod y tymor yn unig

Tymor Penodol hyd at 31/3/2025 i ddechrau.

Dechrau: Medi 2024

Dylai ymgeiswyr sy'n dymuno cael eu hystyried ar gyfer secondiad i'r swydd hon gael caniatâd eu rheolwr cyn gwneud cais.

Mae Corff Llywodraethu Ysgol Penmorfa yn chwilio am unigolyn brwdfrydig, gyda hunan-gymhelliant i ymuno â'u fim fel cymhorthydd addysgu yn ystod y tymor yn unig hyd at ddiwedd Mawrth 2025.

Rydym yn chwilio am ymgeiswyr sy'n ymroddedig i gynnal y safonau uchel sydd wedi'u gosod yn yr ysgol. Byddwch yn ymarferwr ystafell ddosbarth ardderchog a brwdfrydig, gyda'r gallu a'r cymwysterau i addysgu ar draws yr ystod oedran a gallu.

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

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Mrs Sharon Davies, Pennath ar 01745 852757

Os oes gennych ddi-ddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan 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 rhesstr fer am gyfweiliad.

Dyddiad Cau: 11 Gorffennaf 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 1-2-1 Support

Job reference: YPMF00060W3LDE

Location: Ysgol Penmorfa, Prestatyn

Salary: Grade 2 - £11.79 per hour

Hours: 27.5 hours per week

Term time only

Fixed Term Until 31/3/2025 Initially.

Commencing : September 2024

Candidates who wish to be considered for a secondment opportunity for this role must gain permission from their manager prior to applying.

The Governing Body of Ysgol Penmorfa are currently seeking an enthusiastic, self-motivated individual to join their team as a term time only teaching assistant until the end of March 2025

We seek candidates committed to maintaining the high standards set within the school. You will be an excellent and enthusiastic classroom practitioner with the ability and qualifications to teach across the age and ability range.

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

If you would like to discuss any aspect of the post, please call Mrs Sharon Davies, Headteacher on 01745 852757

If you are interested in this vacancy, please apply on-line via the website 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 11 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

Teitl y Swydd:	Cymhorthydd Addysgu – Cymorth 1-i-1
Graddfa:	2
Gwasanaeth:	Addysg
Maes Gwasanaeth:	Ysgolion
Yn atebol i:	Pennaeth
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	02716 / 24.09.2014

Pwrpas y Swydd

I weithio ag athrawon fel rhan o dîm proffesiynol i gefnogi addysgu a dysgu i ddisgyblion ag Anghenion Dysgu Ychwanegol. Darparu cymorth dysgu i ddisgyblion sydd angen cymorth arbennig i oresgyn rhwystrau i ddysgu, fel anawsterau dysgu, anawsterau ymddygiad, anawsterau cymdeithasol a chyfathrebu neu anawsterau synhwyraidd/meddygol neu gorfforol.

Prif Gyfrifoldebau

- Gweithredu gweithgareddau dysgu a gynllunnir/rhaglenni addysgu fel y cytunwyd gyda'r athro.
- Cymryd rhan wrth gynllunio a gwerthuso gweithgareddau dysgu gyda'r athro, gan ddarparu adborth i'r athro ar gynnydd ac ymddygiad disgyblion
- Cefnogi'r athro wrth fonitro, asesu a chofnodi cynnydd/gweithgareddau disgyblion
- Darparu adborth i ddisgyblion mewn perthynas â chynnydd a chyflawniad dan arweiniad yr athro.
- Cefnogi lles cymdeithasol ac emosiynol disgyblion, rhoi gwybod am broblemau i'r athrawon fel bo'r angen
- Rhannu gwybodaeth am ddisgyblion ag aelodau eraill o staff, rhieni/gofalwyr, asiantaethau mewnol ac allanol, fel y bo'n briodol o dan arweiniad yr athro.
- Deall a chefnogi dysgu annibynnol a chynnwys pob disgybl yn ôl y gofyn.
- Gweithio gyda disgyblion ar raglenni therapi neu ofal, wedi eu dylunio a'u goruchwylio gan therapydd/gofal o dan arweiniad yr athro.
- Rhoi sylw i anghenion personol disgyblion yn cynnwys toiledu, hylendid, gwisgo a bwyta yn ogystal â chymorth gyda materion iechyd, cymdeithasol a lles, ac adrodd ar broblemau i'r athro fel y bo'n briodol. Cynorthwyo disgyblion yn gorfforol mewn gweithgareddau (gall gynnwys eu codi, lle mae symudedd yn broblem)

Yn ogystal, efallai y bydd Cynorthwywyr Addysgu hefyd yn ymgymryd â rhai neu bob un o'r canlynol:

- Gweinyddu meddyginiaeth yn unol â'r cynllun y cytunwyd arno o dan gyfarwyddyd yr ymarferydd gofal iechyd yn dilyn hyfforddiant briodol
- Diweddarau cofnodion y disgybl
- Cynorthwyo gyda goruchwyliaeth amser egwyl gan gynnwys chwarae gemau a gweithgareddau
- Cynorthwyo i hebrwng disgyblion ar ymweliadau addysgol
- Cefnogi disgyblion wrth ddefnyddio TGCh sylfaenol
- Ymgymryd â symud a thrafod gweithgareddau fel bo'r angen

Cyflawni dyletswyddau ychwanegol fel y bo'n briodol gan y Pennaeth

Adnoddau / Offer / Deunyddiau

Amh

Goruchwylio / Rheoli Pobl

Yn gyfrifol am oruchwylio'r plant.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

- Gweithio tuag at NVQ Lefel 2 a/neu safon alwedigaethol genedlaethol mewn maes perthnasol yn fanteisiol
- Gwybodaeth a chydymffurfio â pholisïau a gweithdrefnau sy'n berthnasol i amddiffyn plant a iechyd a diogelwch
- Profiad o weithio neu ofalu am blant o oedran perthnasol
- Sgiliau llythrennedd/rhifedd da
- Yn fodlon cymryd rhan mewn cyfleoedd datblygu a hyfforddi
- Gwybodaeth briodol o gymorth cyntaf
- Gallu defnyddio technoleg sylfaenol – cyfrifiadur, fideo, llungopiwr
- Gallu uniaethu'n dda â phlant ac oedolion.
- Gweithio fel rhan o dîm gan ddeall swyddogaeth a chyfrifoldeb pawb yn yr ystafell ddosbarth a'ch swyddogaeth chi

Amodau Gwaith Arbennig

Amh

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.

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).

Teitl y Swydd:	Cymhorthydd Dysgu 1-2-1 Cymorth		
Gwasanaeth:	Addysg		
Graddfa:	2		
<u>MEINI PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL ASESU</u> Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	<p>Sgiliau rhifedd / llythrennedd da</p> <p>NVQ 2 ar gyfer Cymhorthwyr Addysgu neu gymhwyster neu brofiad cyfwerth.</p> <p>Hyfforddiant mewn strategaethau dysgu perthnasol e.e. cyfathrebu/ llythrennedd</p>	<p>Hyfforddiant Cymorth Cyntaf /hyfforddiant fel y bo'n briodol.</p> <p>Gweithio tuag at NVQ lefel 3 yn cefnogi addysgu a dysgu neu gymhwyster cyfatebol</p>	Ffurflen Gais Cyfweliad
2. PROFIAD PERTHNASOL	Profiad o weithio neu ofalu am blant o oedran perthnasol		Ffurflen Gais Cyfweliad
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	<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>		Ffurflen Gais Cyfweliad

<p>4. NODWEDDION PERSONOL</p>	<p>Y gallu i hunan-werthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd Dysgu</p> <p>Y gallu i uniaethu'n dda â phlant ac oedolion</p> <p>Y gallu i ddefnyddio TGCh yn effeithiol i gefnogi dysgu</p> <p>Y gallu i ddefnyddio offer technegol eraill – fideo, llungopiwr</p>		<p>Ffurflen Gais Cyfweliad</p>
<p>5. GOFYNION ERAILL</p>	<p>Empathi gyda'r Gymraeg a diwylliant Cymru.</p>	<p>Medru i siarad Cymraeg</p>	<p>Ffurflen Gais Cyfweliad</p>

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Teaching Assistant - 1-2-1 Support
Grade:	2
Service:	Education
Service Area:	Schools
Responsible to:	Headteacher
Job ID Number / Date Issued:	02716 / 24.09.2014

Job Purpose

To work with teachers as part of a professional team to support teaching and learning for pupils with Additional Learning Needs. Providing learning support to pupils who need particular help to overcome barriers to learning, such as learning difficulties, behavioural difficulties, social and communication difficulties or sensory/medical or physical difficulties.

Principal Accountabilities and Responsibilities

- Implement planned learning activities /teaching programmes as agreed with the teacher.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupils progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teachers as appropriate
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate under the guidance of the teacher.
- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care under the guidance of the teacher.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

Additional Learning Needs Support Assistants may also undertake some or all of the following:

- Administer medication in accordance with agreed plan under direction of the healthcare practitioner and following appropriate training
- Update pupil records
- Assistant with break-time supervision including facilitating games and activities
- Assistant with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required

Resources/Equipment/Material

N/A

Supervision/Management of People
Responsible for supervising the children
Knowledge, Skills, Training and Experience
<ul style="list-style-type: none"> • Working at NVQ Level 2 in supporting and learning or equivalent • Working towards NVQ Level 3 and/or national occupational standard is an advantage • Knowledge and compliance with policies and procedures relevant to child protection and health and safety • 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
<p>The post requires a DBS check in line with the definition of a regulated activity because it involves Working in schools.</p> <p>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.</p> <p>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.</p>

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 - 1-2-1 Support		
Service	Education		
Grade:	2		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc.
1. EDUCATION & QUALIFICATIONS	<p>Good numeracy/literacy skills</p> <p>NVQ 2 for supporting teaching and learning 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>Working towards NVQ Level 3 supporting teaching and learning or equivalent</p>	<p>Application Form</p> <p>Interview</p>
2. RELEVANT EXPERIENCE	<p>Experience of working with or caring for children of relevant age</p>		<p>Application Form</p> <p>Interview</p>
3. JOB RELATED KNOWLEDGE & SKILLS	<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>Application Form</p> <p>Interview</p>
4. PERSONAL QUALITIES	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>		<p>Application Form</p> <p>Interview</p>

	<p>Ability to relate well to children and adults</p> <p>Effective use of ICT to support learning</p> <p>Ability to use other equipment technology – video, photocopier</p>		
5. OTHER REQUIREMENTS	Empathy with the Welsh Language and Culture	Fluent in Welsh language	Application Form Interview