

Cymhorthydd Dysgu - Cyffredinol - Lefel 2

Cyfeirnod y swydd: YTIR00056W3FDE

Lleoliad: Ysgol Tir Morfa, Y Rhyl

Cyflog: Gradd 3 £23,114 - £23,500 pro rata

Oriau: 31.25 awr yr wythnos a diwrnodau
hyfforddiant

Gorchudd Mamolaeth

Mae Ysgol Tir Morfa yn Ysgol Gymunedol Arbennig i ddysgwyr rhwng 3-19 oed sydd ag ystod eang o anghenion ychwanegol sy'n ymwneud â'u dysgu, iechyd a lles. Bydd deiliad y swydd yn darparu cymorth i ddisgyblion ag anawsterau dysgu a chyfathrebu. Bydd yr ymgeisydd llwyddiannus yn gweithio dan gyfarwyddyd/ arweiniad staff addysgu.

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal, geirdaon boddhaol a chofrestriad gyda CGA.

Os hoffech drafod y swydd, ffoniwch Nicola Newell ar 01745 350388.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan 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 gyfweliad.

Dyddiad Cau: 11 Ebrill 2024

Dyddiad Cyfweliad: w/d 22/04/2024

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 2

Job reference: YTIR00056W3FDE

Location: Ysgol Tir Morfa, Rhyl

Salary: Grade 3 £23,114 - £23,500 pro rata

Hours: 31.25 hours per week, plus staff
training days

Maternity Cover

Ysgol Tir Morfa is a Community Special School for learners aged 3-19 who have a wide range of additional needs relating to their learning, health and well-being.

The post holder will provide support to pupils with learning and communication difficulties. The successful applicant will work under the instruction/guidance of teaching staff.

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

If you would like to discuss any aspect of the post, please call Nicola Newell on 01745 350388.

If you are interested in this vacancy, please apply on-line via the website 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: 11th April 2024

Interview Date: w/c 22/04/2024

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

Teitl y Swydd:	Cymhorthydd Dysgu - Cyffredinol - Lefel 2
Graddfa:	Gradd 3
Gwasanaeth:	Ysgolion
Yn atebol i:	Y Pennaeth
Cyfeirnod y Swydd:	1232

Pwrpas y Swydd

Bydd yr ymgeisydd llwyddiannus yn gweithio o dan gyfarwyddyd/arweiniad staff addysgu/uwch aelodau o staff i ymgymryd â rhaglenni gwaith/gofal/cymorth, er mwyn sicrhau bod disgyblion yn cael mynediad i addysg ac i helpu'r athro i reoli'r disgyblion a'r ystafell ddosbarth. Gallai'r gwaith gael ei gyflawni yn yr ystafell ddosbarth neu tu allan i brif ardal addysgu.

Prif Gyfrifoldebau

Cefnogi Disgyblion

- Goruchwyllo a darparu cefnogaeth benodol i ddisgyblion, gan gynnwys y rhai sydd ag anghenion arbennig, gan sicrhau eu diogelwch a'u mynediad i weithgareddau dysgu.
- Cynorthwyo gyda datblygu a gweithredu Cynlluniau Addysg / Ymddygiad Unigol a rhaglenni Gofal Personol.
- Sefydlu perthynas adeiladol gyda'r disgyblion a rhyngweithio â nhw yn ôl anghenion unigol.
- Hybu cynhwysiad a derbyniad pob disgybl
- Annog disgyblion i ryngweithio gydag eraill a chymryd rhan mewn gweithgareddau a arweinir gan yr athro
- Gosod disgwyladau heriol ac ymestynnol, a hybu hunan-barch ac annibyniaeth.
- Darparu adborth i ddisgyblion mewn perthynas â chynnydd a chyflawniad dan arweiniad yr athro.

Cefnogi'r Athro

- Creu a chynnal amgylchedd pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi a chynorthwyo gydag arddangos gwaith y disgyblion. Defnyddio strategaethau, ar y cyd â'r athro, i gefnogi disgyblion i gyflawni nodau dysgu.
- Cynorthwyo gyda chynllunio gweithgareddau dysgu.
- Monitro ymatebion y disgyblion i weithgareddau dysgu, a chadw cofnod cywir o gyflawniad / cynnydd yn ôl y cyfarwyddyd.
- Darparu adborth manwl a rheolaidd i'r athrawon ar gyflawniad, cynnydd, a phroblemau ac ati.
- Hyrwyddo ymddygiad da gan ddisgyblion, ymdrin â gwrthdaro a digwyddiadau yn unol â'r polisi sefydledig ac annog disgyblion i gymryd cyfrifoldeb dros eu hymddygiad eu hunain.
- Sefydlu perthnasau adeiladol gyda rhieni/gofalwyr.
- Gweinyddu profion arferol a goruchwyllo arholiadau a marcio gwaith y disgyblion yn rheolaidd.

- Darparu cefnogaeth glerigol/weinyddol e.e. llungopio, teipio, ffeilio, gofalu am arian, gweinyddu gwaith cwrs, ac ati.

Cefnogi'r Cwricwlwm

- Creu a chynnal amgylchedd pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi a chynorthwyo gydag arddangos gwaith y disgyblion.
- Defnyddio strategaethau, mewn cydweithrediad â'r athro, i gefnogi disgyblion i gyrraedd nodau dysgu.
- Cynorthwyo gyda chynllunio gweithgareddau dysgu.
- Monitro ymatebion y disgyblion i weithgareddau dysgu, a chadw cofnod cywir o gyflawniad / cynnydd yn ôl y cyfarwyddyd.
- Darparu adborth manwl a rheolaidd i'r athrawon ar gyflawniad, cynnydd, a phroblemau ac ati.
- Hyrwyddo ymddygiad da gan ddisgyblion, ymdrin â gwrthdaro a digwyddiadau yn unol â'r polisi sefydledig ac annog disgyblion i gymryd cyfrifoldeb dros eu hymddygiad eu hunain.
- Sefydlu perthnasau adeiladol gyda rhieni/gofalwyr.
- Gweinyddu profion arferol a goruchwyllo arholiadau a marcio gwaith y disgyblion yn rheolaidd.
- Darparu cefnogaeth glerigol/weinyddol e.e. llungopio, teipio, ffeilio, gofalu am arian, gweinyddu gwaith cwrs, ac ati.

Cefnogi'r Ysgol

- Bod yn ymwybodol o bolisiau a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeled, cyfrinachedd a diogelu data gan gydymffurfio â hwy ac adrodd am unrhyw bryderon wrth unigolyn priodol
- Bod yn ymwybodol o, a chefnogi gwahaniaeth, a sicrhau fod gan bob disgybl fynediad cyfle cyfartal i gyfleoedd dysgu a datblygu
- Cyfrannu at ethos / gwaith / nodau cyffredinol yr ysgol
- Gwerthfawrogi a chefnogi swyddogaeth gweithwyr proffesiynol eraill
- Mynychu a chymryd rhan mewn cyfarfodydd perthnasol fel bo'r gofyn.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl yr angen
- Cynorthwyo gyda goruchwyllo disgyblion y tu allan i amser gwersi, yn cynnwys cyn ac ar ôl ysgol ac yn ystod amser cinio.
- Mynd gyda staff addysgu a disgyblion ar ymweliadau, teithiau a gweithgareddau y tu allan i'r ysgol yn ôl yr angen, a chymryd cyfrifoldeb dros grŵp o ddisgyblion dan oruchwyliaeth yr athro.

Adnoddau / Offer / Deunyddiau

Amherthnasol

Goruchwyllo / Rheoli Pobl

Yn gyfrifol am oruchwyllo'r plant

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

- Profiad o weithio neu ofalu am blant o oedran perthnasol.
- Sgiliau llythrennedd/rhifedd da.
- NVQ 2 ar gyfer Cymhorthwyr Addysgu neu gymhwyster neu brofiad cyfwerth.
- Hyfforddiant mewn strategaethau dysgu perthnasol e.e. llythrennedd

- Hyfforddiant Cymorth Cyntaf /hyfforddiant fel y bo'n briodol.
- Y gallu i ddefnyddio TGCh yn effeithiol i gefnogi dysgu
- Y gallu i ddefnyddio offer technegol eraill – fideo, llungopiwr
- Dealltwriaeth o'r polisiau/codau ymarfer perthnasol ac ymwybyddiaeth o'r ddeddfwriaeth berthnasol
- Dealltwriaeth gyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a chynlluniau/strategaethau dysgu sylfaenol eraill.
- Dealltwriaeth sylfaenol o ddatblygiad a dysgu plant
- Y gallu i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu.
- Y gallu i 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

Amherthnasol

Archwiliadau Cyflogaeth / Gofynion Penodol

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 pholisiau 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 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 - Cyffredinol - Lefel 2		
Gwasanaeth:	Ysgolion		
Graddfa:	Gradd 3		
<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	Sgiliau rhifedd / llythrennedd da NVQ 2 ar gyfer Cymhorthwyr Addysgu neu gymhwyster neu brofiad cywerth. Hyfforddiant mewn strategaethau dysgu perthnasol e.e. cyfathrebu/ llythrennedd	Hyfforddiant Cymorth Cyntaf /hyfforddiant fel y bo'n briodol.	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	Dealltwriaeth o'r polisiau/codau ymarfer perthnasol ac ymwybyddiaeth o'r ddeddfwriaeth berthnasol Dealltwriaeth cyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a chynlluniau/ strategaethau dysgu sylfaenol eraill Dealltwriaeth sylfaenol o ddatblygiad a dysgu plant		Ffurflen Gais Cyfweliad

	<p>Y gall i ddefnyddio TGCh yn effeithiol i gefnogi dysgu</p> <p>Gallu defnyddio offer technegol eraill – fideo, llungopiwr.</p>		
<p>4. NODWEDIION PERSONOL</p>	<p>Y gall i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu.</p> <p>Y gall i uniaethu'n dda â phlant ac oedolion.</p> <p>Gweithio fel rhan o dîm gan ddeall swyddogaeth a chyfrifoldeb pawb yn yr ystafell ddosbarth a'ch swyddogaeth chi</p>		<p>Ffurflen Gais</p> <p>Cyfweliad</p>
<p>5. GOFYNIION ERAILL</p>	<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

Job Title:	Teaching Assistant - General - Level 2
Grade:	Grade 3
Service:	Schools
Responsible to:	The Headteacher
Job ID Number:	1232

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 pupil's 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/administrative 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 pupil's 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/ administrative 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

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
- 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 policies/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

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 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).

Post Title:	Teaching Assistant - General - Level 2		
Service	Schools		
Grade:	Grade 3		
<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 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>
2. RELEVANT EXPERIENCE	Working with or caring for children of relevant age		<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>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>

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