



Proffil Swydd/Job Profile

Teitl y Swydd – Rheolwr Cynorthwyol Canolfan Addysgu a Dysgu Arbenigol (UNED CYFEIRIO Cam 3)

Post Title – Specialist BESD Teaching and Learning Assistant Centre Manager (Phase 3 - PRU)

Adran	Addysg a Phlant
Department	Education & Children

Is-Adran/Adain	Cwricwlwm a Lles / Gwasanaethau Cymorth Ymddygiad a UCD
Division/Section	Curriculum and Wellbeing / Behaviour Support Services and PRU's

Gradd/Grade	L8 - 11
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Rhif y Swydd/Post Number	026780
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Paratowyd Gan/Prepared By	Jo Antoniazzi
Dyddiad/Date	Ebrill / April 2022

Prif Ddiben y Swydd

Gweithio gyda Rheolwr y Ganolfan, yr Awdurdod Lleol, y Pwyllgor Rheoli ac aelodau eraill o dîm Arweinyddiaeth y Ganolfan i lunio a llunio nodau a gweledigaeth y ganolfan er mwyn sicrhau'r safonau uchaf posibl o ddeilliannau dysgu i bob disgybl. Cynorthwyo Rheolwr y Ganolfan gyda rheolaeth weithredol a chyfrifoldeb am ddatblygiad addysgol a phersonol yr holl ddisgyblion a gyfeirir at y ganolfan (un safle). Rheoli a defnyddio'r staff a'r adnoddau'n effeithiol i ddarparu addysg a chymorth arall i blant sy'n cael eu cyfeirio i'r ganolfan.

Bod yn arweinydd strategol sy'n ymgymryd â dyletswyddau statudol y Cydlynnydd Anghenion Arbennig.

Casglu a defnyddio data i fonitro, gwerthuso a llywio effeithiolrwydd rhaglenni mewn perthynas â chyflawniad academaidd a gwelliant mewn ymddygiad a phresenoldeb

Prif dasgau/cyfrifoldebau

Creu Cyfeiriad Strategol

Sicrhau bod y weledigaeth ar gyfer yr UCD yn cael ei mynegi'n glir, ei rhannu, ei deall a'i gweithredu'n effeithiol gan bawb.

Cymryd rôl arweiniol o ran sicrhau bod CDU dysgwyr yn cael eu cynnal a'u diweddarau. Cymryd rôl arweiniol wrth gynghori ar y cymorth ehangach a ddarperir yn y lleoliad a chyfrannu ato, yn ogystal â'r dysgu proffesiynol ar gyfer aelodau eraill o staff.

Goruchwyllo a threfnu hyfforddiant gweithwyr cymorth dysgu sy'n gweithio yn y ganolfan i sicrhau eu bod yn gallu darparu sgiliau arbenigol i gefnogi dysgwyr â BESD.

Cael y wybodaeth ddiweddaraf am y canllawiau, y cymorth a'r dystiolaeth ddiweddaraf o'r arferion gorau sydd ar gael ar gyfer ADY a sicrhau bod yr holl staff yn cael y wybodaeth ddiweddaraf.

Sicrhau bod polisiâu'r ganolfan yn cael eu rhoi ar waith a'u bod yn barod i gymryd camau effeithiol i sicrhau cydymffurfiaeth gan bawb.

Gwneud cyfraniad sylweddol i'r adroddiad Hunanwerthuso a'r Cynllun Gwella a fydd yn blaenoriaethu anghenion a gofynion yr uned yn y dyfodol.

Gweithredu fel model rôl ar gyfer pob aelod o gymuned yr uned gan hyrwyddo disgwyliadau uchel o ansawdd yr addysgu a'r dysgu, presenoldeb, prydlondeb, ymddygiad a chyfle cyfartal drwy'r uned gyfan.

Cael y wybodaeth ddiweddaraf am ddatblygiadau addysgol cenedlaethol a lleol sy'n dod o fewn cylch gwaith cyffredinol y fîm arwain ond yn benodol ym meysydd cyfrifoldeb pob aelod o'r fîm arwain; a darparu gwybodaeth i staff, aelodau'r Pwyllgor Rheoli ac eraill sy'n briodol.

Arweinyddiaeth a Rheolaeth

Sicrhau ffocws cyson a pharhaus ar gyflawniadau dysgwyr

Cefnogi Rheolwr y Ganolfan i redeg y ganolfan yn esmwyth o ddydd i ddydd (un safle) gan gynnwys ei drefniadaeth cyffredinol; cysylltu â staff, disgyblion, rhieni, ymwelwyr, asiantaethau allanol, swyddogion awdurdodau lleol a'r gymuned ehangach.

Bod yn weledol o amgylch y ganolfan a neilltuo cryn amser i ryngweithio â disgyblion, staff a rhieni.

Cefnogi'r holl staff i sicrhau disgyblaeth o'r safon uchaf ym mhob rhan o'r Uned.

Chwarae rhan bwysig yn y gwaith o baratoi ar gyfer arolygu'r Uned ac unrhyw waith dilynol.

Safonau: Strategaethau Cyflawniad.

Gwneud cyfraniad sylweddol at ddatblygu polisi a gweithdrefnau ar gyfer codi a monitro safonau ym mhob rhan o'r ganolfan.

Cefnogi a chydlynu strategaethau cyflawniad myfyrwyr ar draws y Ganolfan.

Safonau: Gwella a Chynllunio Datblygu.

Gwneud cyfraniad sylweddol at;

- Agweddau ar wella a chynllunio a hyfforddi datblygu sy'n ymwneud â pholisi ac ymarfer.
- Cynhyrchu'r Adroddiad Hunanarfarnu a'r Cynllun Gwella
- Yr rhan o adolygiad o gynnydd tuag yn erbyn targedau a osodwyd yn y cynllun gwella

Safonau: Asesu, Cofnodi ac Adrodd gan gynnwys rheoli data a gosod targedau.

Sicrhau bod pob agwedd ar asesu, cofnodi, adrodd a phennu targedau yn unol ag arfer sy'n canolbwyntio ar yr unigolyn gan ystyried barn, dymuniadau a theimladau'r plentyn neu'r person ifanc a'i rieni. Sicrhau bod pob practis yn pwysleisio pwysigrwydd eu bod y plentyn yn cymryd rhan mor llawn â phosibl mewn penderfyniadau ac yn rhoi'r wybodaeth a'r gefnogaeth angenrheidiol iddynt gymryd rhan yn y penderfyniadau hynny.

Cyfrannu at systemau effeithiol o asesu, monitro ac adrodd ar gynnydd disgyblion.

Monitro, gwerthuso ac adolygu deilliannau dysgu effeithiol..

Cefnogi Rheolwr y Ganolfan i ddarparu data i gyfrannu at ffurflenni ystadegol statudol sy'n gysylltiedig ag asesu ar gyfer y Cyfnod Allweddol perthnasol.

Cysylltu ag asiantaethau allanol perthnasol ynghylch perfformiad canolfannau a data perfformiad canolfannau, yn ôl yr angen.

Hunanwerthuso

Cefnogi Rheolwr y Ganolfan gyda phob agwedd ar hunanwerthuso.

Cydgysylltu agweddau penodol o hunanwerthuso a monitro er mwyn cyfrannu at Adroddiad Hunanwerthuso'r ganolfan gyfan a'r crynodeb diwedd blwyddyn.

Arall

Cymryd rhan mewn datblygiad proffesiynol sy'n briodol ar gyfer datblygu'r swydd. Datblygu a gwella'r amgylchedd dysgu er mwyn diwallu anghenion y dysgwyr yn well. Hyrwyddo dulliau fîm o amgylch y Teulu a gweithio amlasiantaethol fel y bo'n briodol. Sicrhau bod blaenoriaeth uchel yn cael ei rhoi i reoli iechyd a diogelwch yn y Ganolfan. Sicrhau bod yr holl gyfarwyddiadau iechyd a diogelwch yn cael eu dilyn a bod pob gofal rhesymol yn cael ei gymryd i beidio â gwneud unrhyw beth a allai beryglu deiliad y swydd neu eraill; adrodd i Reolwr y Ganolfan am sefyllfaoedd peryglus yn y gweithle neu unrhyw ddiffygion canfyddedig mewn trefniadau iechyd a diogelwch. Sicrhau bod pob disgybl yn cael ei ddiogelu yn unol â pholisi'r Cyngor Hyrwyddo ymrwymiad yr Ganolfan i werthfawrogi amrywiaeth a gwahaniaeth a chydymffurfio â holl bolisiau'r Cyngor Sir. Unrhyw ddyletswyddau rhesymol eraill y mae rheolwyr Awdurdodau Lleol yn gofyn amdanynt

Yn gyfrifol am staff/offer

Darpariaethau arbenigol AVEC

Yn atebol i

Rheolwr y Ganolfan

Meini Prawf Hanfodol**Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno**

Gradd neu gymhwyster cyfwerth

Cymhwyster athro/athrawes

Y sgiliau sy'n ymwneud â'r swydd a Galluoed

Ymarferwr ardderchog yn y dosbarth

Arweinyddiaeth, adeiladu'r fîm a sgiliau gwaith fîm

Sgiliau cyfathrebu a rhyngpersonol ardderchog

Sgiliau trefnu cadarn

Sgiliau TGCh

Gwybodaeth

Dealltwriaeth clir o'r amodau anghenrheidiol ar gyfer addysgu a dysgu effeithiol

Gwybodaeth, dealltwriaeth a phrofiad o strategaethau i godi cyflawniadau disgyblion

Dealltwriaeth o bolisi addysgol presennol a strategaeth a'u goblygiadau ar gyfer ysgolion

Cofnod o ddatblygiad proffesiynol parhaus

Profiad

Profiad addysgu uwchradd neu gynradd llwyddiannus iawn

Profiad o addysgu ar draws yr ystod oedran a gallu ym Mlynnyddoedd 7 – 11 gan gynnwys disgyblion ag anghenion dysgu ychwanegol

Profiad arweinyddiaeth llwyddiannus

Rhinweddau personol

Stamina, optimistiaeth, hyblygrwydd a synnwyr digrifwch

Chwaraewr fîm, aelod ac arweinydd

Ymrwymiad cryf i hyrwyddo cyfleoedd cyfartal ac ethos cynhwysol

Meino Prawf Dymunol

Gradd Ychwanegol

Cymwysterau Ychwanegol

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - [Pa lefel ydych chi?](#)

Cymraeg	Sgiliau Llafar Lefel 3	Sgiliau Ysgrifennu Lefel 3
Saesneg	Sgiliau Llafar Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant**

Y RHESWM

Gweithio gyda plant

UNRHYW WYBODAETH ARALL

Main Purpose of Job

To work with the Centre Manager, the Local Authority, the Management Committee and other members of the Centre's Leadership team to formulate and shape the aims and vision for the centre to ensure the highest possible standards of learning outcomes for all pupils.

To assist the Centre Manager with the operational management and responsibility for the educational and personal development of all pupils referred to the centre (single site).

To manage and deploy the staff and resources effectively to provide education and other support for children referred to the centre.

To be the strategic lead undertaking the mandatory duties required of an ALNCO

To collect and use data to monitor, evaluate and inform the effectiveness of programmes regarding academic achievement and improvement in behaviour and attendance

Key responsibilities

Creating strategic direction

Ensure that the vision for the PRU is clearly articulated, shared, understood and acted upon effectively by all.

Take a lead role in ensuring that learners IDPs are maintained and kept up to date.

Take a lead role in advising on and contributing to the broader support to learners provided within the education setting, as well as the professional learning for other staff members.

Supervise and arrange the training of learning support workers who work in the centre to ensure they can provide specialist skills to support learners with BESD.

To keep up to date on the latest guidance, support and evidence of best practice available for ALN and ensure that all staff are kept up to date.

Ensure centre policies are put into practice and be prepared to take effective action to ensure compliance from all.

Make a significant contribution to the self-evaluation report and the School Improvement Plan (SIP) which will prioritise the school's future needs and demands.

Act as a role model for all members of the school community promoting high expectations of the quality of teaching and learning, attendance, punctuality, behaviour and equal opportunities throughout the school.

Keep up to date with national and local educational developments which fall within the overall remit of the leadership team but specifically within each leadership team

member's areas of responsibility; and provide information for staff, members of Management Committee and others appropriate.

Leadership and Management

Ensure a consistent and continual focus on learners' achievements

Support the Centre Manager for the smooth day to day running of the centre (single site) including its general organisation, liaising with staff, pupils, parents, visitors, outside agencies, Local Authority officers and the wider community.

Maintain a high visibility around the centre and devote considerable time to interaction with pupils, staff and parents.

Support all staff in ensuring the highest standard of discipline throughout the Centre.

Play a significant role in the school's preparation for inspection and any subsequent follow up.

Standards: Achievement Strategies

Make a significant contribution to developing policy and procedures for raising and monitoring standards throughout the centre.

Support and co-ordinate student achievement strategies across the Centre.

Standards: School Improvement and Development Planning.

Make a significant contribution to:

- Aspects of improvement and development planning and training relating to policy and practice.
- The production of the SER and the School Improvement Plan (SIP)
- The review of progress towards the targets set on the SIP

Standards: Assessment, Recording and Reporting including data management and target setting.

All aspects of assessment, recording, reporting and target setting must be in line with Person Centred Practice taking into regard the views, wishes and feelings of the child or young person and their parents. All practice must stress the importance of them participating as fully as possible in decisions and to provide them with the information and support necessary to participate in those decisions.

Contribute to effective systems of assessment, monitoring and reporting of pupil progress.

Monitor, evaluate and review the effectiveness of learning outcomes.

Support the Centre Manager to provide data to contribute to assessment related statutory statistical returns for the relevant Key stage.

Liaise with relevant outside agencies regarding centre performance and centre performance data, as necessary.

Self-Evaluation

Support the Centre Manager with all aspects of self-evaluation.

Co-ordinate specific strands of self-evaluation and monitoring to contribute to the whole school Self Evaluation Report and the end of year summary.

Other

Participate in professional development appropriate for developing the post.

Develop and enhance the learning environment to better meet the needs of the learners.

Promote Team Around the Family approaches and multi-agency working as appropriate.

Ensure that a high priority is given to the management of health and safety at the Centre.

Ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder to others; to report to the Centre Manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Ensure the Safeguarding of all pupils in line with Council policy

Promote the Department's commitment to valuing diversity and difference and to comply with all County Council policies.

Such other duties as may be reasonably requested by Local Authority managers

Responsible for staff/equipment**Reporting to**

Centre Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Educated to degree level

Teaching qualification

Job Related Skills and Competencies

Excellent classroom practitioner

Leadership, team building and team working skills

Excellent communication and interpersonal skills

Sound organisational skills

Good ICT skills

Knowledge

A clear understanding of the conditions necessary for effective teaching and learning

Knowledge, understanding and experience of strategies to raise pupils' achievements

An understanding of current educational policy and strategy and their implications for schools

A record of continuous professional development

Experience

Considerable experience in successful secondary or primary teaching

Experience of teaching across the age and ability range in Years 7 – 11 including pupils with additional learning needs

Successful leadership experience

Personal qualities

Stamina, optimism, adaptability and a sense of humour

A team player, leader, member

A strong commitment to promoting equal opportunities and an inclusive ethos

Desirable Criteria

Further degree

Additional qualifications

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 3	Written level 3
English	Spoken Level 5	Written level 5
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure with Barred list check**

Section B – workforce type **Child Workforce**

JUSTIFICATION

Working with children

ANY OTHER INFORMATION