# ROLE ADVERT

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| **ROLE TITLE:** | **Teaching Assistant x 2 (Level 3)**  An exciting opportunity has arisen at Dewstow Primary School for two Teaching Assistants (General Classroom based). Our School Vision, “Together we learn, together we grow” and our School Mission, “Ready, Respectful, Safe” encompasses life at Dewstow Primary School. |
| **CONTRACT TYPE:** | **PERMANENT** |
|  |  |
| **POST ID:** | **L2324005** |
| **GRADE/SALARY:** | **Band D SCP 9-13 £25,119 – £26,873 pro rota** |
| **HOURS:** | **32.5 hours per week, term time only** |
| **WORK PATTERN:** | **Full time: Monday to Friday 08:30 – 15:30** |
| **LOCATION:** | **Dewstow Primary School** |
| **DISCLOSURE AND** | **Appointment to this post is exempt from Rehabilitation** |
| **BARRING SERVICE** | **of Offenders Act and is subject to the following DBS** |
| **(DBS) CHECK:** | **check:** |
|  | **- An Enhanced with Children Barred List Check** |
| **WELSH LANGUAGE** | **Welsh language skills are desirable** |
| **SAFEGUARDING:** |  |

Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

**PURPOSE OF POST:**

The Governing Body is seeking to appoint a committed, caring and enthusiastic persons to join our friendly community and team of committed, enthusiastic staff, governors and parents to provide general support in the classroom.

Dewstow Primary School is at the heart of Caldicot community. We are looking for inspirational practitioners who are passionate about making a difference to children’s life experiences.

You will have high expectations of learning and behaviour; challenge all children to achieve their personal best. With your energy and commitment to go the ‘extra mile’, you will shape the future of our school in harmony with our ethos and vision, *‘together we learn, together we grow”* .You will believe in continuous improvement for yourself as a way of achieving the very best for the children and families of our community.

**Should you require any further information regarding this post, please contact: Mrs Liz Bain (Headteacher) on 01291 636360**

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| **Closing date:** | **5pm 5th April 2024** |
| **Shortlisting:** | **9th April 2024** |
| **Interviews:** | **12th April 2024** |

## Please note that we are not able to accept CV’s

**To apply for this post please complete an application form via:**

[**https://www.monmouthshire.gov.uk/jobs-employment/**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.monmouthshire.gov.uk%2Fjobs-employment%2F&data=05%7C02%7CHelenStedman%40monmouthshire.gov.uk%7Caf4e879a4ec3419a1f8408dc0b941cf9%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C0%7C638397977961564630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8TdoGTdy2wn%2FYeN9UhOjzNTZqOYVy1yyiIPfTLddfps%3D&reserved=0)

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

This post requires registration with the EWC - Education Workforce Council

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

# JOB DESCRIPTION

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| **WORK PATTERN:** | **Full time: Monday to Friday 08:30 – 15:30** |
| **LOCATION:** | **Dewstow Primary School** |
| **RESPONSIBLE TO:** | **Headteacher** |
| **DISCLOSURE AND** | **Appointment to this post is exempt from Rehabilitation** |
| **BARRING SERVICE** | **of Offenders Act and is subject to the following DBS** |
| **(DBS) CHECK:** | **check:** |
|  | **- An Enhanced with Children Barred List Check** |
| **WELSH LANGUAGE** | **Welsh language skills are desirable** |
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Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding

You will have:

* High expectations for pupils to make progress.
* Enthusiasm and a commitment to professional development
* Dedication to the inclusion of all pupils

We can offer:

* Pupils who enjoy coming to school and thrive on adult interactions
* A supportive and welcoming and dedicated staff team
* A well-resourced working environment
* A supportive Governing Body committed to your professional development

**What else you need to know…..Our Values:**

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

## JOB PURPOSE

* To work under the guidance of teaching and/or members of the school leadership team and within an agreed system of supervision.
* To support individuals and groups of learners to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
* To contribute to the teacher’s planning cycle and differentiation of tasks to ensure all learners have equal access to learning.
* To occasionally supervise whole classes during the short-term absence of teacher. The main focus of such cover will be to respond to questions, assist learners to undertake set activities and stay on task and maintain order.

## MAIN DUTIES

### Support for Learners

* Use specialist (curricular/learning) skills/training/experience to support learners.
* Assist with the development and implementation of ILPs and IBPs.
* Establish purposeful working relationships with learners and engender high expectations.
* Promote the inclusion and acceptance of all learners within the classroom.
* Attend to learners’ personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid, toileting, feeding and mobility.
* Administer medication in accordance with the procedures for LEA and school policies. Attend training for administration of medicines if necessary.
* Support learners consistently while recognising and responding to their individual needs.
* Encourage learners to interact and work co-operatively with others.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance.
* Provide effective feedback to learners in relation to programmes and recognise and reward achievement, including behaviour and attendance.

### Support for learners when supervising classes in the absence of the teacher

* To comply with the Safeguarding Policy and Procedures in School.
* To register and record learner attendance in lessons.
* To instruct learners regarding the work left by their teacher.
* To provide learners with the necessary resources for their learning.
* To ensure orderly entrance and exit of classrooms.
* To create a calm and purposeful environment in which learners can complete work set by the classroom teacher.
* To follow school systems and procedures on behaviour management.
* To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
* To collect any completed work after the lesson and return it to the appropriate teacher.
* To liase with teacher(s) about learner achievement of cover work undertaken.

### Support for the Teacher

* Work with the teacher to create a purposeful, orderly and supportive learning environment.
* Work with the teacher in lesson planning, evaluation and adjusting lessons/work plans as appropriate.
* Monitor and evaluate learners’ responses to learning activities through observation and the recording of achievement against pre-determined learning objectives.
* Provide general clerical/administrative support, e.g. administer coursework, produce resources / worksheets for agreed activities.
* Provide the teacher as requested with oral and written feedback on learners’ progress and achievement.
* As agreed with the teacher, be responsible for keeping and updating records. As requested, contribute to the review of school record-keeping systems.

### Support for the Curriculum

* Implement agreed learning activities and teaching programmes.
* Implement programmes linked to local learning strategies, e.g. literacy, numeracy, ICT.
* Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
* Support the use of ICT in learning activities and develop learners’ competence and independence in its use.
* Help learners to access learning activities through specialist support.
* Determine the need for, prepare and maintain general and specialist equipment and resources.

## COVER SUPERVISOR

* Support for the Curriculum when supervising classes in the absence of a teacher.
* To collate a bank of supervision work in liaison with the relevant members of the teaching staff.

### Support for the School

* Be aware of and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. This includes behaviour management.
* Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
* Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for learners.
* Attend and participate in regular meetings.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
* Undertake planned supervision of learners’ out-of-school-hours learning

activities.

* Supervise learners on visits, trips and out-of-school activities as required.
* Supervise learners at break and lunch times as required.

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire’s Equal Opportunities Policy in their own area of responsibility and in their general conduct.

**Signature of Postholder: ..................................................................**

**Date Agreed by Postholder: .................................................................**

### PERSON SPECIFICATION

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

#### Experience

* Working with or caring for children of relevant age.
* Working when required with pupils with additional needs.
* Working and supporting small groups of pupils.

#### Qualifications

* Good numeracy/literacy skills.
* NVQ2 for Teaching Assistants or equivalent qualification or experience e.g. RNIB, BSL Level 1 qualification.
* Training in relevant strategies to support learning.
* First aid training as appropriate.

#### Knowledge/Skills

* Effective use of ICT to support learning.
* Understanding of relevant policies/code of practice and awareness of relevant legislation.
* General understanding of national/foundation phase and other basic learning programme/strategies as appropriate.
* Basic understanding of child development and learning.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position with these.
* 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.

**Welsh Desirable**.

* You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

# HYSBYSEB SWYDD

**TEITL Y RÔL: Cynorthwyydd Addysgu x 2 (Lefel 3)**

Mae cyfle cyffrous wedi codi yn Ysgol Gynradd Dewstow ar gyfer tri Chynorthwyydd Addysgu (yn y Dosbarth Cyffredinol). Gweledigaeth ein Hysgol, “Gyda’n gilydd rydyn ni’n dysgu, gyda’n gilydd rydyn ni’n tyfu” ac mae ein Cenhadaeth Ysgol, “Barod, Parchus, Diogel” yn cwmpasu bywyd yn Ysgol Gynradd Dewstow.

**MATH O GONTRACT:**  **PARHAOL**

**RHIF ADNABOD Y SWYDD: L2324005**

**GRADD/CYFLOG: Band D SCP 9-13 £25,119 – £26,873 pro rota**

**ORIAU: 32.5 awr yr wythnos, tymor ysgol yn unig**

**PATRWM GWAITH: Amser llawn: Llun - Gwener 08:30 – 15:30**

**LLEOLIAD: Ysgol Gynradd Dewstow**

**GWIRIAD GAN Y Bydd apwyntiad i’r rôl hon wedi ei eithrio o’r**

**GWASANAETH DATGELU Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y**

**A GWAHARDD (DBS): gwiriad canlynol gan y Gwasanaeth Datgelu a**

**Gwahardd:**

- Gwiriad Manylach gyda Rhestr Waharddedig Plant

**ASESIAD O'R GYMRAEG: Sgiliau Cymraeg yn ddymunol**

**DIOGELU:**

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Ysgol a'r Cyngor. Ein nod

yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i

gyflawni eu potensial. Chi sy'n gyfrifol am chwarae eich rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd gennych gyfrifoldeb i gymryd

rhan mewn hyfforddiant i'r lefel briodol o ddiogelu ac mae gennych ddyletswydd i

gyflawni eich cyfrifoldebau personol o ran diogelu.

**PWRPAS Y RÔL:**

Mae’r Corff Llywodraethu yn dymuno apwyntio person ymroddedig, gofalgar a brwdfrydig i ymuno gyda’n cymuned gyfeillgar a thîm o staff, llywodraethwyr a rhieni.

Bydd y rôl yn ddibynnol ar y disgyblion yn parhau mewn ysgol prif ffrwd

Mae Ysgol Gynradd Dewstow wedi ei lleoli yng nghalon cymuned Cil-y-coed. Rydym yn chwilio am ymarferwyr ysbrydoledig sy’n angerddol dros wneud gwahaniaeth i brofiadau bywyd plant.

Bydd gennych ddisgwyliadau uchel o ran dysgu ac ymddygiad; byddwch yn herio pob

plentyn i wneud y gorau y gallant. Gyda’ch egni a’ch ymroddiad i fynd y ‘filltir ychwanegol’ byddwch yn siapio dyfodol ein hysgol

**Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Mrs Liz Bain (Pennaeth) ar 01291 636360.**

**Dyddiad Cau: 5pm 5th Ebrill 2024**

**Rhestr Fer: 9th Ebrill 2024**

**Cyfweliadau: 12th Ebrill 2024**

## Sylwer na allwn dderbyn CV

**I wneud cais am y swydd hon llenwch ffurflen gais drwy:** [**https://www.monmouthshire.gov.uk/jobs-employment/**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.monmouthshire.gov.uk%2Fjobs-employment%2F&data=05%7C02%7CHelenStedman%40monmouthshire.gov.uk%7Caf4e879a4ec3419a1f8408dc0b941cf9%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C0%7C638397977961564630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8TdoGTdy2wn%2FYeN9UhOjzNTZqOYVy1yyiIPfTLddfps%3D&reserved=0)

Gellir cyflwyno ceisiadau yn Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynwyd yn Saesneg.

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgelu Manylach.

Mae'r swydd hon yn gofyn am gofrestriad gyda'r EWC - Cyngor y Gweithlu Addysg

Mae'r Corff Llywodraethu wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac mae'n disgwyl i'r holl weithwyr a gwirfoddolwyr rannu'r ymrwymiad hwn.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle ac mae disgwyl i’r holl weithwyr gydymffurfio â hyn.

# SWYDD-DDISGRIFIAD

**TEITL Y RÔL: Cynorthwyydd Addysgu (Lefel 3)**

**MATH O GONTRACT:** **PARHAOL**

**RHIF ADNABOD Y SWYDD: L2324005**

**GRADD/CYFLOG: Band D SCP 9-13 £25,119 – £26,873 pro rota**

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**LLEOLIAD: Ysgol Gynradd Dewstow**

**YN ATEBOL I: Pennaeth**

**GWIRIAD GAN Y Bydd penodiad i’r rôl hon wedi ei eithrio o’r**

**GWASANAETH DATGELU Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y**

**A GWAHARDD: gwiriad canlynol gan y Gwasanaeth Datgelu a**

**Gwahardd:**

* Gwiriad Manylach gyda Rhestr Waharddedig Plant

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rhan mewn hyfforddiant i'r lefel briodol o ddiogelu ac mae gennych ddyletswydd i

gyflawni eich cyfrifoldebau personol o ran diogelu.

Bydd gennych:

* Ddisgwyliadau uchel o ran cynnydd disgyblion
* Brwdfrydedd ac ymrwymiad i ddatblygiad proffesiynol
* Ymroddiad i gynnwys pob disgybl

Gallwn gynnig:

* Disgyblion sy'n mwynhau dod i'r ysgol ac sy'n ffynnu wrth ryngweithio gydag oedolion
* Tîm cefnogol, croesawgar ac ymroddedig o staff
* Amgylchedd gwaith ag adnoddau da
* Corff Llywodraethu cefnogol sy'n ymroddedig i'ch datblygiad proffesiynol

**Beth arall sydd angen i chi ei wybod…..Ein Gwerthoedd:**

Ategir ein pwrpas gan synnwyr clir o bwy ydym ni fel sefydliad. Disgwyliwn i bobl sy'n gweithio gyda ni rannu set o werthoedd cryf a disgwyliwn fod y rhain yn amlwg yn y ffyrdd yr ydym yn gweithio ac yn ymgysylltu â'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a’n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau o’r syniadau, a’r adnoddau sydd ar gael i wneud yn siŵr ein bod yn gwneud y pethau sy’n effeithio’n fwyaf cadarnhaol ar ein pobl a’n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Caiff pobl y cyfle i gymryd rhan a dweud wrthym beth sydd yn bwysig.

Hyblygrwydd : Rydym yn hyblyg, gan ein galluogi i ddarparu’r gwasanaethau mwyaf effeithiol ac effeithlon. Mae hyn yn golygu ymrwymiad diffuant i weithio gyda phawb i gofleidio ffyrdd newydd o weithio.

Tegwch: Rydym yn darparu cyfleoedd i bobl a chymunedau ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos Caredigrwydd i bawb byddwn yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a’r cysylltiadau sydd gennym â’n gilydd wrth wraidd pob rhyngweithio.

Bydd y rôl hon yn gweithio gyda Sir Fynwy i gyflawni’r rhain.

## DIBEN Y SWYDD

* Gweithio dan arweiniad yr athro a/neu aelodau o dîm arweinyddiaeth yr ysgol ac o fewn system oruchwylio y cytunwyd arni.
* Cefnogi unigolion a grwpiau o ddysgwyr i gael mynediad at ddysgu. Gallai hyn gynnwys y rhai sydd angen gwybodaeth fanwl ac arbenigol mewn meysydd penodol.
* Cyfrannu at gylch cynllunio'r athro a gwneud newidiadau i dasgau er mwyn sicrhau bod pob dysgwr yn cael mynediad cyfartal at ddysgu.
* Goruchwylio dosbarthiadau cyfan yn achlysurol yn ystod absenoldeb tymor byr yr athro. Prif ffocws gwaith cyflenwi o’r fath fydd ymateb i gwestiynau, cynorthwyo dysgwyr i ymgymryd â gweithgareddau sydd wedi’u gosod a bwrw mlaen â’r dasg a chadw trefn.

## PRIF DDYLETSWYDDAU

### Cefnogaeth i Ddysgwyr

* Defnyddio sgiliau/hyfforddiant/profiad arbenigol (ar y cwricwlwm/dysgu) i gefnogi dysgwyr.
* Cynorthwyo gyda datblygu a gweithredu ILPs a IBPs.
* Sefydlu perthynas waith bwrpasol gyda dysgwyr a meithrin disgwyliadau uchel.
* Gweithio i sicrhau fod pob dysgwr yn cael ei gynnwys a’i dderbyn yn yr ystafell ddosbarth.
* Rhoi sylw i anghenion personol dysgwyr a gweithredu rhaglenni personol cysylltiedig, gan gynnwys rhaglenni cymdeithasol, rhaglenni iechyd, rhaglenni corfforol, rhaglenni hylendid, rhaglenni cymorth cyntaf, rhaglenni mynd i'r toiled, rhaglenni bwydo a rhaglenni symudedd. • Gweinyddu meddyginiaeth yn unol â gweithdrefnau LEA a pholisïau’r ysgol. Mynychu hyfforddiant ar gyfer rhoi meddyginiaethau os oes angen.
* Cefnogi dysgwyr yn gyson tra'n cydnabod ac ymateb i'w hanghenion unigol.
* Annog dysgwyr i ryngweithio a gweithio ar y cyd ag eraill.
* Hyrwyddo annibyniaeth a defnyddio strategaethau i gydnabod a gwobrwyo os yw’r disgybl yn llwyddo i fod yn hunan-ddibynnol.
* Darparu adborth effeithiol i ddysgwyr mewn perthynas â rhaglenni a chydnabod a gwobrwyo cyflawniad, gan gynnwys cyflawniadau o ran ymddygiad a phresenoldeb.

### Cefnogaeth i ddysgwyr wrth oruchwylio dosbarthiadau yn absenoldeb yr athro

* Cydymffurfio â Pholisi a Gweithdrefnau Diogelu yn yr Ysgol.
* Cofrestru a chofnodi presenoldeb dysgwyr mewn gwersi.
* Cyfarwyddo dysgwyr o ran y gwaith a adawyd gan eu hathro.
* Darparu'r adnoddau angenrheidiol i ddysgwyr ar gyfer eu dysgu.
* Sicrhau fod disgyblion yn dod i mewn i’r dosbarth ac yn gadael mewn modd trefnus.
* Creu amgylchedd dawel a phwrpasol y gall dysgwyr gwblhau gwaith a osodwyd gan yr athro dosbarth ynddi.
* Dilyn systemau a gweithdrefnau'r ysgol ar reoli ymddygiad.
* Rheoli adnoddau yn effeithiol a sicrhau bod ystafelloedd dosbarth yn cael eu gadael yn daclus ac yn barod ar gyfer y wers nesaf.
* Casglu unrhyw waith gorffenedig ar ôl y wers a'i ddychwelyd i'r athro priodol.
* Cydgysylltu ag athro/athrawon ynghylch cyflawniad y dysgwr mewn perthynas â gwaith cyflenwi a wnaed.

### Cefnogaeth i'r Athro

* Gweithio gyda’r athro i greu amgylchedd ddysgu bwrpasol, trefnus a chefnogol.
* Gweithio gyda'r athro i gynllunio gwersi, gwerthuso ac addasu gwersi/cynlluniau gwaith fel y bo'n briodol.
* Monitro a gwerthuso ymatebion dysgwyr i weithgareddau dysgu trwy arsylwi a chofnodi cyflawniad yn erbyn amcanion dysgu a bennwyd ymlaen llaw.
* Darparu cefnogaeth glerigol/weinyddol gyffredinol, ee gweinyddu gwaith cwrs, cynhyrchu adnoddau / taflenni gwaith ar gyfer gweithgareddau y cytunwyd arnynt.
* Rhoi adborth ar lafar ac yn ysgrifenedig ar gynnydd a chyflawniad dysgwyr i'r athro yn ôl y gofyn.
* Fel y cytunwyd gyda'r athro, bod yn gyfrifol am gadw a diweddaru cofnodion. Yn ôl y gofyn, cyfrannu at yr adolygiad o systemau cadw cofnodion yr ysgol.

### Cefnogaeth i'r Cwricwlwm

* Gweithredu gweithgareddau dysgu a rhaglenni addysgu y cytunwyd arnynt.
* Gweithredu rhaglenni sy'n gysylltiedig â strategaethau dysgu lleol, ee llythrennedd, rhifedd, TGCh.
* Gwneud defnydd effeithiol o gyfleoedd a ddarperir gan weithgareddau dysgu eraill i gefnogi datblygiad sgiliau perthnasol.
* Cefnogi'r defnydd o TGCh mewn gweithgareddau dysgu a datblygu cymhwysedd ac annibyniaeth dysgwyr wrth ei ddefnyddio.
* Helpu dysgwyr i gael mynediad at weithgareddau dysgu trwy gymorth arbenigol.
* Pennu'r angen am, paratoi a chynnal a chadw offer ac adnoddau cyffredinol ac arbenigol.

## GORUCHWYLIWR Y CWRICWLWM

* Cefnogaeth i'r Cwricwlwm wrth oruchwylio dosbarthiadau yn absenoldeb athro.
* Coladu cronfa o waith goruchwylio mewn cydweithrediad â'r aelodau perthnasol o staff dysgu.

### Cefnogaeth i'r Ysgol

* Bod yn ymwybodol o bolisïau a gweithdrefnau sy’n ymwneud â chynhwysiant, amddiffyn plant, iechyd, diogelwch, cyfrinachedd a diogelu data, a chydymffurfio â hwy, gan roi gwybod i berson priodol am bob pryder. Mae hyn yn cynnwys rheoli ymddygiad.
* Cyfrannu at ethos/gwaith/nodau cyffredinol yr ysgol, gan gynnwys y Cwricwlwm Cymru.
* Sefydlu perthnasoedd pwrpasol a chyfathrebu ag asiantaethau/gweithwyr proffesiynol eraill, mewn cydweithrediad â'r athro, i gefnogi cyflawniad a chynnydd dysgwyr.
* Mynychu a chymryd rhan mewn cyfarfodydd rheolaidd.
* Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill yn ôl yr angen.
* Adnabod eich cryfderau a'ch meysydd arbenigedd eich hun a defnyddio'r rhain i gynghori a chefnogi eraill.
* Darparu arweiniad a goruchwyliaeth briodol a chynorthwyo i hyfforddi a datblygu staff cymorth eraill fel y bo'n briodol.
* Goruchwylio, yn unol â threfniadau, gweithgareddau dysgu dysgwyr y tu allan i oriau ysgol.
* Goruchwylio dysgwyr ar ymweliadau, teithiau a gweithgareddau y tu allan i oriau ysgol yn ôl yr angen.
* Goruchwylio dysgwyr yn ystod amser egwyl ac amser cinio yn ôl yr angen.

Mae pob gweithiwr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy o fewn eu maes cyfrifoldeb eu hunain ac yn y ffordd y maent yn ymddwyn.

**Llofnod Deiliad y Swydd: ...................................................... .....................**

**Dyddiad y cytunwyd arno gan Ddeiliad y Swydd: ......................................**

**.....................**

### Manyleb Person

**Sut byddwn yn gwybod mai chi yw'r person cywir ar gyfer y rôl? Bydd yr ymgeisydd llwyddiannus yn gallu dangos :-**

#### Profiad o

* weithio gyda neu ofalu am blant o oedran perthnasol.
* Gweithio pan fo angen gyda disgyblion ag anghenion ychwanegol.
* Gweithio a chefnogi grwpiau bach o ddisgyblion.

#### Cymwysterau

* Sgiliau rhifedd/llythrennedd da.
* NVQ2 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad cyfatebol ee RNIB, cymhwyster BSL Lefel 1.
* Hyfforddiant mewn strategaethau perthnasol i gefnogi dysgu.
* Hyfforddiant cymorth cyntaf fel y bo'n briodol.

#### Gwybodaeth/Sgiliau

* Defnydd effeithiol o TGCh i gefnogi dysgu.
* Dealltwriaeth o bolisïau/cod ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol.
* Dealltwriaeth gyffredinol o raglenni/strategaethau dysgu sylfaenol/cenedlaethol fel y bo'n briodol.
* Dealltwriaeth sylfaenol o ddatblygiad a dysgu plant.
* Gallu i ymdeimlo'n dda â phlant ac oedolion.
* Gweithio mewn modd adeiladol fel rhan o dîm, gan ddeall rolau a chyfrifoldebau eich ystafell ddosbarth a'ch sefyllfa chi eich hun o ran y rhain.
* Cynorthwyo i oruchwylio disgyblion y tu allan i oriau gwersi, gan gynnwys cyn ac ar ôl ysgol ac amser cinio.
* Mynd gyda staff dysgu a disgyblion ar ymweliadau, teithiau a gweithgareddau y tu allan i oriau ysgol yn ôl yr angen a chymryd cyfrifoldeb am grŵp o dan oruchwyliaeth yr athro.

Cymraeg - Dymunol

* Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a ariennir gan y cyngor. Bydd hyn yn cael ei roi ar waith os cyfyd angen am sgiliau Cymraeg yn y rôl.