Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Chwarae (Sesiynol)
Post Title - Sessional Playworker

Adran	Yr Adran Wasanaethau Cymdeithasol a Thai
Department	Social Services and Housing Department
Is-Adran/Adain	Gwasanaethau Plant
Division/Section	Children's Services
Gradd/Grade	D
Rhif y Swydd/Post Number	013964
Paratowyd Gan/Prepared by	Shanice Whelan
Dyddiad Paratoi/Date prepared	Diweddaredig / Updated Hydref / October 2025

Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.

Prif Ddiben y Swydd

Gweithio a chyfrannu o dan gyfarwyddyd yr Arweinydd Chwarae i ddarparu ystod o gyfleoedd chwarae cynhwysol, amrywiol, o ansawdd da sy'n briodol i'w hoedran i blant a babanod 0-11 oed a'u teuluoedd mewn amgylchedd sy'n ddiogel, yn ysgogol, ac yn heriol.

Gweithio mewn partneriaeth â rhieni, cydweithwyr, gofalwyr a gweithwyr proffesiynol i hybu iechyd a llesiant y plant sy'n mynychu'r Canolfannau Plant Integredig. At hynny, cefnogi a bod yn rhan o'r ddarpariaeth creche a meithrinfa symudol pan fo'r gofyn.

Prif cyfrifoldebau

1. Cynorthwyo'r Arweinydd Chwarae i drefnu a darparu cyfleoedd chwarae cynhwysol o safon a chreu amgylchedd sy'n cyfoethogi i blant a phobl ifanc (0-11 oed) o bob gallu, gan gynnwys plant ag anghenion cymorth a/neu ddysgu ychwanegol.
2. Cynnal asesiadau risg gweledol ac ysgrifenedig cyn bod y sesiynau chwarae yn cael eu darparu, a phwyso a mesur risgiau/manteision fel rhan o'r system rheoli risg.
3. Rheoli a chynnal ymddygiad sy'n angenrheidiol i osgoi neu atal niwed neu wrthdaro difrifol a fyddai'n debygol o darfu ar chwarae'r plant eraill. Bydd hyn yn cynnwys sicrhau bod y plant i gyd yn ymwybodol o egwyddorion ymddygiad derbyniol y Canolfannau, ac yn glynu wrthynt, yn ystod y ddarpariaeth Clwb Chwarae.
4. Cyfathrebu'n effeithiol â rhieni cyn ac ar ôl sesiynau i roi gwybodaeth iddynt ynghylch y gweithgareddau/digwyddiadau y mae eu plant yn cymryd rhan ynddynt, ac ymwneud â rhieni a gofalwyr lle bo'n briodol mewn perthynas ag anghenion y plant.
5. Bwrw ati i gynllunio a pharatoi gweithgareddau cymunedol sy'n annog allgymorth wedi'i dargedu rhwng y teuluoedd a'r hyn a ddarperir yn y canolfannau plant integredig.
6. Cefnogi casglu data gofynnol mewn perthynas â gofynion presenoldeb a grant, yn ogystal â chynorthwyo'r Arweinydd Chwarae i ymgynghori â rhieni a phlant o safbwynt cynhwysiant ac ansawdd.
7. Meddu ar y wybodaeth ddiweddaraf am wasanaethau a rhaglenni'r canolfannau, yn ogystal ag opsiynau cymorth amlasiantaeth er mwyn cyfeirio teuluoedd pan fo angen cymorth.
8. Cysylltu â rhieni er mwyn eu gwahodd i ddefnyddio'r gwasanaethau sydd ar gael yn y canolfannau.
9. Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â graddfa'r swydd, yn ôl cyfarwyddyd y Rheolwr Llinell.

Yn gyfrifol am staff/offer

Gweithio a chyfrannu o dan gyfarwyddyd yr Arweinydd Chwarae i ddarparu ystod o gyfleoedd chwarae cynhwysol, amrywiol, o ansawdd da sy'n briodol i'w hoedran i blant

a babanod 0-11 oed a'u teuluoedd mewn amgylchedd sy'n ddiogel, yn ysgogol, ac yn heriol. Gweithio mewn partneriaeth â rhieni, cydweithwyr, gofalwyr a gweithwyr proffesiynol i hybu iechyd a llesiant y plant sy'n mynychu'r Canolfannau Plant Integredig.
Yn atebol i
Arweinydd Chwarae

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Lefel 2 neu uwch mewn Gwaith Chwarae neu Ofal, Dysgu a Datblygiad Plant (CCLD) (parodrwydd i'w gwblhau)

Hyfforddiant cyfredol o ran Cymorth Cyntaf Pediatrig, Diogelu a Hylendid Bwyd Sylfaenol (neu barodrwydd i'w cwblhau).

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

Y gallu i ddewis, gosod a threfnu offer ac adnoddau priodol ar gyfer gweithgareddau plant.

Y gallu i gynllunio, addasu a gweithredu gweithgareddau sy'n addas i'r oedran.

Dealltwriaeth o iechyd a diogelwch a'u rhoi ar waith mewn arferion gwaith

Y gallu i weithio gyda phlant sy'n arddangos ymddygiad heriol a chefnogi newid cadarnhaol

Gwybodaeth

Gwybodaeth am y Safonau Gofynnol Cenedlaethol ar gyfer Chwarae Mynediad Agored

Dealltwriaeth o ddatblygiad plant ac o egwyddorion/damcaniaethau chwarae ac o'r angen am Asesiadau Risg/Budd mewn darpariaeth chwarae.

Dealltwriaeth o waith chwarae: Rhoi Egwyddorion ar Waith

Profiad

Profiad o ddarparu amrywiaeth eang o gyfleoedd ymarferol o ran gwaith chwarae a sgiliau i blant rhwng 0 ac 11 oed.

Profiad o ddefnyddio arsylwi fel dull ar gyfer cynllunio gweithgareddau plant

Rhinweddau personol

Y gallu i barchu a hybu hawliau plant.

Y gallu i ddangos ymwybyddiaeth/dealltwriaeth o gyfle cyfartal ac o Iechyd a Diogelwch.

Y gallu i weithio fel rhan o dîm.

Y gallu i gyfathrebu'n effeithiol, ar lafar ac yn ysgrifenedig, â rhieni, â staff ac â rheolwyr llinell

Meini Prawf Dymunol

Ymwybyddiaeth o weithdrefnau amddiffyn plant

Profiad o allgymorth ac ymgysylltu â phlant a theuluoedd

Profiad o gysylltu â rhieni/gofalwyr mewn lleoliad cymunedol ac o gydweithio â nhw.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
Saesneg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
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** Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie**

Y RHESWM

UNRHYW WYBODAETH ARALL
Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad
Bydd Deiliad y Swydd yn gweithio o dan gyfarwyddyd yr Arweinydd Chwarae i sicrhau cyflwyno a hwyluso profiadau chwarae o ansawdd uchel i blant mewn amgylchedd diogel ac ysgogol sy'n addas ar gyfer oedran a cham datblygiad y plentyn ac sy'n hyrwyddo risg a her.

Main Purpose of Job

To actively work and participate under the direction of the Play Leader to provide a range of inclusive, varied, high quality age-appropriate play opportunities for children and babies aged 0-11 years and their families in an environment which is safe, stimulating, and challenging.

To actively work in partnership with parents, colleagues, carers and professionals to promote the health and well-being of the children attending the Integrated Children's Centres. Furthermore, to support and be a part of mobile creche and nursery provision when requested to cover.

Key responsibilities

1. To assist the Play Leader with the organisation and delivery of quality inclusive play opportunities and the creation of an enriching environment for children and young people (aged 0-11) of all abilities, including children with additional support and/or learning needs.
2. Undertake visual and written risk assessments prior to the delivery of play sessions, and to include a risk benefit approach within the risk management system.
3. Maintain behaviour management necessary to avoid or avert serious harm or serious conflict likely to disrupt other children's play. This will include ensuring that all children are aware of and adhere to the Centres' acceptable behaviour principles during Play Club provision.
4. Effectively communicate with parents before and after sessions to provide them with information on the activities/events children participated in, and liaise with parents and carers as appropriate in relation to the needs of the children.
5. Actively participate in the planning and preparation of community engagement activities that encourage targeted outreach of families into the provision at the ICCs.
6. Support the collection of required data in relation to attendance and grant requirements, as well as assisting the Play Leader to consult with parents and children from an inclusion and quality point of view.
7. Maintain up to date knowledge of the centres' services and programmes as well as multi-agency support options in order to signpost families when support is required.
8. Make contact with parents in order to invite them to use the services available in the centres.
9. To undertake any other duties, commensurate with the grade of this post, as directed by the Line Manager.

Responsible for staff/equipment

To actively work and participate under the direction of the Play Leader to provide a range of inclusive, varied, high quality age-appropriate play opportunities for children and babies aged 0-11 years and their families in an environment which is safe, stimulating and challenging.

To actively work in partnership with parents, colleagues, carers and professionals to promote the health and well-being of the children attending the Integrated Children's Centres.
Reporting to
Play Leader

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Level 2 or above in Playwork or CCLD (willingness to complete)

Up to date Paediatric First Aid, Basic Food Hygiene and Safeguarding training (or a willingness to complete).

Job Related Skills and Competencies

Ability to select, lay out and to organise appropriate equipment and resources for children's activities.

Ability to plan, adapt and to implement age-appropriate activities.

Understanding of health and safety and its application in work practices

Ability to work with children who display challenging behaviour and support positive change

Knowledge

Knowledge of National Minimum Standards for Open Access Play

Understanding of child development and play theories/principles and of the need for Risk Benefit Assessments in play provision knowledge.

Understanding of Playwork: Principles into Practice

Experience

Experience of delivering a wide range of practical play work opportunities and skills for children aged 0–11 years.

Experience of using observation for the planning of children's activities

Personal qualities

Ability to respect and promote children's rights.

Ability to demonstrate awareness / understanding of equal opportunities and Health & Safety

Ability to work as part of a team.

Ability to communicate effectively both verbally and in writing to parents, staff members and line managers

Desirable Criteria

Awareness of child protection procedures

Experience of outreach and engagement of children and families

Experience of liaising with and working in partnership with parents / carers within a community setting

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 3**	**Written level 3**
English	**Spoken Level 3**	**Written level 3**
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** **Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** **Yes**

JUSTIFICATION
Working directly with children and families

ANY OTHER INFORMATION Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.
The Post Holder will work under the direction of the Play Leader to ensure the delivery and facilitation of high-quality play experiences for children in a safe and stimulating environment which are suitable for the age and stage of the child's development and promote risk and challenge