Rheolwr Ymddygiad

Cynorthwyydd Addysgu – Ymddygiad/Cyngor/Cymorth - Lefel 4

Cyfeirnod y swydd: YPHS00386D1VRE
Lleoliad: Ysgol Uwchradd Prestatyn
Cyflog: Gradd 6, £29,578 - £30,577
Oriau: 37 wythnos
Tymor ysgol yn unig + 5 dydddiau hyfforddi
Contract: Parhaol

Rydyn ni'n chwilio am Rheolwr Ymddygiad brwdfrydig, talented, deinamig ac sy'n meddwl ymlaen.

Bydd yr ymgeisydd llwyddiannus yn dangos gwybodaeth ddofn wedi'i phrofi o bob agwedd berthnasol ar y swydd, sgiliau rhyngbersonol rhagorol ac yn cyfrannu at yr ethos cynhwysol sydd wrth galon cymuned yr ysgol.

Mae Prestatyn yn ysgol boblogaidd a llwyddiannus iawn ac yn ymfalchïo yn y systemau cymorth a'r ddarpariaeth y gallwn eu cynnig i fyfyrwyr ag anghenion dysgu ychwanegol.

Mae penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geirdaon boddhaol.

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 ganiatáol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

Dyddiad Cau: 23/11/2026
Dyddiad Cyfweliad: I'w Gadarnhau

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.

Behaviour Manager

Teaching Assistant – Behaviour/Guidance/Support - Level 4

Job reference: YPHS00386D1VRE
Location: Prestatyn High School
Salary: Grade 6, £29,578 - £30,577
Hours: 37 per week
Term Time Only + 5 Training Days
Contract: Permanent

We are seeking to appoint an enthusiastic, talented, dynamic and forward thinking Behaviour Manager.

The successful candidate will demonstrate proven in depth knowledge of all the relevant aspects of the post, excellent interpersonal skills and contribute to the inclusive ethos at the heart of the school community.

Prestatyn is a very popular and successful school and prides itself on the support systems and provision that we are able to offer students with additional learning needs.

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

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: 23/11/2026
Interview Date: to be confirmed

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:	**Rheolwr Ymddygiad** **Cynorthwyydd Addysgu – Ymddygiad/Cyngor/Cymorth** **Lefel 4**
Graddfa:	**Cyflog: Gradd 6**
Gwasanaeth:	**Addysg**
Maes Gwasanaeth:	**Ysgol Uwchradd Prestatyn**
Yn atebol i:	**Pennaeth**
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	**1542**
Categori Iaith Gymraeg:	Mae sgiliau iaith Gymraeg yn ddymunol - lefel 1

Pwrpas y Swydd

Dan system oruchwylio a gytunwyd, cymryd rôl arweiniol yn yr ysgol i ddelio ag anghenion disgyblion sydd angen help penodol i oresgyn rhwystrau i ddysgu.

Prif Gyfrifoldebau

Cefnogi'r Disgyblion

Cymryd rôl arweiniol wrth reoli a chyflwyno cefnogaeth fugeiliol i ddisgyblion.

Rheoli goruchwyliaeth disgyblion sydd wedi eu gwahardd o'r amserlen arferol, neu nad ydynt yn gweithio i'r amserlen arferol.

Trin anghenion personol disgyblion a rhoi cyngor i gynorthwyo gyda datblygiad cymdeithasol, iechyd a glendid

Ymgymryd ag asesiadau cynhwysfawr o ddisgyblion i ganfod y rhai sydd angen help penodol

Cynorthwyo'r athro gyda datblygu a gweithredu Cynlluniau Addysg Unigol/Ymddygiad/Cefnogaeth/Mentora

Cymryd rôl arweiniol o ran rhoi cefnogaeth i ddisgyblion ag anghenion arbennig

Sefydlu perthynas waith gynhyrchiol gyda disgyblion, gan weithredu fel delfryd ymddwyn

Trefnu a datblygu trefniadau mentora gyda disgyblion a rhoi cefnogaeth i ddisgyblion mewn trallod

Cymryd rôl arweiniol wrth reoli trosglwyddiad cyflym/effeithiol disgyblion ar draws cyfnodau/integreiddio'r rhai sydd wedi bod yn absennol

Rhoi gwybodaeth a chyngor i alluogi i ddisgyblion wneud dewisiadau ynglŷn â'u haddysg/ymddygiad/presenoldeb

Herio a chymell disgyblion, hyrwyddo ac atgyfnerthu hunan-barch

Rhoi adborth i ddisgyblion mewn perthynas â chynnydd, cyflawniad, ymddygiad, presenoldeb ac ati.

Cefnogi'r Athro

Rheoli cysylltiad gydag ysgolion bwydo a chyrff perthnasol eraill i gasglu gwybodaeth am ddisgyblion

Cefnogi mynediad disgyblion i addysg trwy ddefnyddio strategaethau, adnoddau priodol ac ati

Gweithio gyda staff arall wrth gynllunio, arfarnu ac addasu gweithgareddau dysgu fel y bo'n briodol

Monitro ac arfarnu ymatebion a chynnydd disgyblion mewn perthynas â chynlluniau gweithredu trwy arsylwi a chofnodi a gynlluniwyd

Rhoi adborth gwrthrychol a chywir ac adroddiadau gofynnol i staff arall ar gyflawniad, cynnydd a materion eraill yn ymwneud â disgyblion, gan sicrhau bod y dystiolaeth briodol ar gael

Rheoli systemau a phrosesau cadw cofnodion

Cymryd rôl arweiniol wrth ddatblygu a gweithredu strategaethau rheoli ymddygiad priodol

Sefydlu perthynas adeiladol gyda rhieni/ofalwyr, cyfnewid gwybodaeth, hwyluso eu cefnogaeth o ran presenoldeb eu plentyn, mynediad a dysgu a chefnogi cysylltiadau rhwng y cartref a'r ysgol a'r gymuned

Cymryd rôl arweiniol wrth ddatblygu, gweithredu a monitro systemau presenoldeb ac integreiddio e.e. cofrestru, triwantiaeth, systemau bugeiliol ac ati.

Cefnogaeth weinyddol e.e. delio gyda gohebiaeth, llunio/dadansoddi/adrodd ar bresenoldeb, gwaharddiadau ac ati, gwneud galwadau ffôn ac ati.

Cefnogi'r Cwricwlwm

Darparu gweithgareddau dysgu/rhaglenni addysgu a gytunwyd, addasu gweithgareddau yn ôl ymatebion/anghenion disgyblion

Chwilio am wybodaeth ar a defnyddio ystod o weithgareddau, cyrsiau, cyrff ac unigolion i roddi cefnogaeth i ddisgyblion er mwyn ehangu a chyfoethogi eu haddysg

Canfod yr angen am, paratoi a defnyddio offer arbenigol, cynlluniau ac adnoddau i gefnogi disgyblion

Cefnogi'r Ysgol

Cydymffurfio gyda pholisïau a threfniadau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch, cyfrinachedd a diogelu data, adrodd am unrhyw bryderon i'r person priodol

Bod yn ymwybodol o a chefnogi gwahaniaeth a sicrhau bod yr holl ddisgyblion yn cael yr un cyfle i ddysgu a datblygu
Cyfrannu tuag at ethos/waith/amcanion cyffredinol yr ysgol
Sefydlu perthynas adeiladol a chyfathrebu gydag asiantaethau/weithwyr proffesiynol eraill, mewn cysylltiad â'r athro, i gefnogi cyrhaeddiad a chynnydd disgyblion
Mynychu a chymryd rhan mewn cyfarfodydd rheolaidd
Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill fel y bo gofyn
Cydnabod eich cryfderau a'ch meysydd o arbenigedd a defnyddio'r rhain i gynghori a chefnogi eraill
Bod yn gyfrifol am ddarparu gweithgareddau dysgu y tu allan i'r ysgol o fewn canllawiau a bennwyd gan yr ysgol
Cyfrannu tuag at adnabod a darparu gweithgareddau dysgu priodol y tu allan i'r ysgol sy'n cydgyfnerthu ac ymestyn y gwaith a wneir yn y dosbarth
Cyfrifoldebau Rheoli Llinell lle'n Briodol
Rheoli cynorthwywyr addysgu eraill
Cysylltu rhwng rheolwyr/staff dysgu a chynorthwywyr addysgu
Cynnal cyfarfodydd tîm rheolaidd gyda staff a reolir
Cynrychioli cynorthwywyr addysgu mewn cyfarfodydd staff addysgu/reoli/ gyfarfodydd priodol eraill
Ymgymryd â recriwtio/sefydlu/arfarnu/hyfforddi/mentora cynorthwywyr addysgu eraill
Adnoddau / Offer / Deunyddiau
Ddim yn berthnasol
Goruchwylio / Rheoli Pobl
Yn gyfrifol am oruchwylio'r plant
Rheoli cynorthwywyr addysgu eraill
Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad
Profiad o weithio gyda phlant o'r oedran perthnasol
Profiad o weithio gyda disgyblion ag anghenion ychwanegol
Bodloni safonau Cynorthwywydd Addysgu Uwch neu gymhwyster neu brofiad cyfatebol
Sgiliau rhifedd/llythrennedd rhagorol – cyfateb i NVQ Lefel 2 mewn Saesneg a Mathemateg
Gwybodaeth ymarferol lawn o bolisïau/codau ymarfer/ddeddfwriaeth berthnasol

Gwybodaeth ymarferol a phrofiad o weithredu'r cwricwlwm cenedlaethol a rhaglenni dysgu perthnasol eraill Dealltwriaeth dda o ddatblygiad plant a'r prosesau dysgu ac yn benodol, rhwystrau i ddysgu Medru cynllunio camau effeithiol ar gyfer disgyblion sydd mewn perygl o dangyflawni Deall amrywiol wasanaethau / darparwyr cefnogi Medru arfarnu eich anghenion dysgu a chwilio am gyfleoedd dysgu Medru ymwneud yn dda â phlant ac oedolion Gweithio'n adeiladol fel aelod o dîm, deall rolau a chyfrifoldebau'r dosbarth a'ch sefyllfa chi mewn perthynas â'r rhain
Amodau Gwaith Arbennig
Ddim yn berthnasol
Archwiliadau Cyflogaeth / Gofynion Penodol
Gwiriad Datgelu a Gwahardd, Archwiliad Iechyd, Geirda Boddhaol
Gweledigaeth / Cyd-destun
Ysgrifennwch baragraff neu ddau yn disgrifio gweledigaeth y swydd pan fydd yn swydd newydd, neu ddiffinio'r cyd-destun pan fo'n swydd sydd wedi ei sefydlu eisoes. e.e. Crëwyd y swydd hon i roddi ffocws i holl weithgareddau plant yng ngwasanaeth newydd Llyfrgell y Sir

CYNGOR SIR DDINBYCH
MANYLEB PERSON

Mae'r Fanyleb 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 meiniprawf hanfodol (â'r meini prawf dymunol lle bo'n bertnnasol).

Teitl y Swydd: Cymhorthydd Dysgu – Ymddygiad/ Arweiniad/Cefnogaeth Lefel 4
Gwasanaeth: Ysgolion
Graddfa: 6

MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
i. **ADDYSG A CHYMWYSTERAU**	5 TGAU neu gymwysterau cyfatebol Cwrdd â safonau Cynorthwyydd Addysgu Lefel Uwch neu gymhwyster neu brofiad cyfatebol Sgiliau rhifedd/llythrenn edd rhagorol – cyfwerth ag NVQ Lefel 2 mewn Saesneg a Mathemateg	Gwybodaeth o hyfforddiant cymorth cyntaf fel y bo'n briodol	Ffurflen Gais / Cyfweliad
ii. **PROFIAD PERTHNASOL**	Profiad o weithio gyda neu ofalu am blant o'r oedran perthnasol Profiad o weithio gyda disgyblion ag anghenion ychwanegol		Ffurflen Gais / Cyfweliad

iii. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Gwybodaeth ymarferol lawn o'r polisïau/codau ymarfer / ddeddfwriaeth berthnasol Gwybodaeth ymarferol o'r cwricwlwm cenedlaethol a rhaglenni dysgu perthnasol eraill Dealltwriaeth o egwyddorion datblygiad plant a phrosesau dysgu ac, yn benodol, rhwystrau i ddysgu Medru cynllunio camau effeithiol ar gyfer disgyblion sydd mewn perygl o dangyflawni	Dealltwriaeth dda o ddabtlygiad plant a dysgu	Ffurflen Gais / Cyfweliad
iv. NODWEDDION PERSONOL	Medru hunanarfarnu anghenion dysgu a chwilio am gyfleoedd hyfforddiant Medru ymwneud yn dda â phlant ac oedolion Gweithio'n adeiladol fel aelod o dîm, deall rôl a chyfrifoldebau yn y dosbarth a'ch sefyllfa chi mewn perthynas â'r rhain		Ffurflen Gais / Cyfweliad
v. GOFYNION ERAILL	Empathi gydag iaith a diwylliant Cymru	Medru siarad Cymraeg	Ffurflen Gais / Cyfweliad

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	**Behaviour Manager** **Teaching Assistant – Behaviour/Guidance/Support Level 4**
Grade:	**Grade 6**
Service:	**Education**
Service Area:	**Prestatyn High School**
Responsible to:	**Headteacher**
Job ID Number / Date Issued:	**1542**
Welsh Language Category:	Welsh language skills are desirable – level 1

Job Purpose

Under an agreed system of supervision: take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

Principal Accountabilities and Responsibilities

Support for Pupils

Take a lead role in managing and delivering pastoral support to pupils

Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable

Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development

Undertake comprehensive assessments of pupils to determine those in need of particular help

Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans

Take a lead role in the provision of support for pupils with special needs

Establish productive working relationships with pupils, acting as a role model

Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils

Take a lead role in managing the speedy/effective transfer of pupils across phases/integration of those who have been absent

Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance

Challenge and motivate pupils, promote and reinforce self-esteem

Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

Support for the Teacher

Manage liaison with feeder schools and other relevant bodies to gather pupil information

Support pupils' access to learning using appropriate strategies, resources etc.

Work with other staff in planning, evaluating and adjusting learning activities as appropriate

Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording

Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence

Manage record keeping systems and processes

Take lead role in the development and implementation of appropriate behaviour management strategies

Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links

Take lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.

Administrative support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

Support for the Curriculum

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning

Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

Support for the School

Comply with and assist with the development of 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

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

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

Be responsible for the provision of out of school learning activities within guidelines established by the school

Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Line Management Responsibilities Where Appropriate

Manage other teaching assistants

Liaise between mangers/teaching staff and teaching assistants

Hold regular team meetings with managed staff

Represent teaching assistants at teaching staff/management/other appropriate meetings

Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

Resources/Equipment/Material

Not Applicable

Supervision/Management of People

Responsible for supervising the children

Manage other teaching assistants

Knowledge, Skills, Training and Experience

Experience working with children of relevant age

Experience of working with pupils with additional needs

Meet Higher Level Teaching Assistant standards or equivalent qualification or experience

Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths

Full working knowledge of relevant polices/codes of practice/legislation

Working knowledge of national curriculum and other relevant learning programmes

Understanding of principles of child development and learning processes and in particular, barriers to learning

Ability to plan effective actions for pupils at risk of underachieving

Understand range of support services/providers 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
Not Applicable
Employment Checks/ Specific Requirements
DBS Check, Health Surveillance, Satisfactory References If you need further clarification on DBS checks please contact HR Direct for advice
Vision/Context
Write one or two paragraphs to describe either the vision of the post when it is a new post, or to define the context when it is an established position. e.g. This job was created to give focus to all children's activities in the new County Library Service.

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 – Behaviour/Guidance/Support Level 4
Service: Schools
Grade: 6

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc
i. EDUCATION & QUALIFICATIONS	5 GCSE's or equivalent Meet Higher Level Teaching Assistant standards or equivalent qualification or experience Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	Knowledge of first aid training as appropriate	Application Form/ Interview
ii. RELEVANT EXPERIENCE	Experience of working with or caring for children of relevant age Experience of working with pupils with additional needs		Application Form/ Interview
iii. JOB RELATED KNOWLEDGE & SKILLS	Full working knowledge of relevant polices/codes of practice/legislation Working knowledge of national curriculum and		Application Form/ Interview

	other relevant learning programmes Understanding of principles of child development and learning processes and in particular, barriers to learning Ability to plan effective actions for pupils at risk of underachieving		
iv. **PERSONAL QUALITIES**	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		Application Form/ Interview
v. **OTHER REQUIREMENTS**	Empathy with the Welsh language and culture	Ability to speak Welsh	Application Form/ Interview