Proffil Swydd/Job Profile

Teitl y Swydd: Cynorthwydd Addysgu Lefel 2
Post Title: Teaching Assistant Level 2

Prif Ddiben y Swydd
Gweithio dan gyfarwyddyd uniongyrchol yr athro / uwch aelod o staff, yn yr ystafell ddosbarth neu ardaloedd awyr agored yn ôl yr angen, i alluogi mynediad at ddysgu i ddysgwyr ac i gynorthwyo'r athro â rheoli'r dysgwyr a'r ystafell ddosbarth. Mae'r swydd hefyd yn amodol ar: • Gyflawni dyletswyddau Cymhorthydd Addysgu yn unol â darpariaethau'r ddogfen 'Safonau Proffesiynol ar gyfer Cynorthwyo Addysgu' yng Nghymru (2019). • Cydymffurfio â disgwyliadau Cod Ymddygiad ac Ymarfer Proffesiynol y CGA. • Gweithio tuag at nodau cytunedig yr ysgol.
Main Purpose of Job
To work under the direct instruction of the teaching / senior staff member, usually in the classroom or outdoor areas as required to enable access to learning for learners and to assist the Teacher in the management of learners and the classroom. The post is also subject to: • Carry out the duties of a Teaching Assistant in accordance with the provisions of the current 'Professional Standards for Assisting Teaching' in Wales document (2019) • Comply with the expectations of the EWC Code of Professional Conduct and Practice • Work towards the agreed aims of the school

Gradd/**Grade**	Gradd | Grade D + 4%
Rhif y Swydd/**Post Number**	Amrywiol/Various

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 cyfrifoldebau

Cefnogi'r Dysgwyr

- Cefnogi dysgwyr i ddatblygu mewn materion cymdeithasol, iechyd, corfforol, hylendid a lles.
- Goruchwylio a chefnogi dysgwyr gan sicrhau eu diogelwch a'u mynediad at ddysgu.
- Helpu i sefydlu perthnasau da gyda dysgwyr, gan weithredu fel model rôl a bod yn ymwybodol o anghenion unigol ac ymateb iddynt yn addas.
- Hyrwyddo cynhwysiad a derbyniad pob dysgwr.
- Annog dysgwyr i ryngweithio gydag eraill a chymryd rhan mewn gweithgareddau a gaiff eu harwain gan yr athro.
- Gosod disgwyliadau heriol ac ymestynnol, a hybu hunan-barch ac annibyniaeth.
- Cynorthwyo â gweithredu CDU / cynlluniau ymddygiad ac ati.
- Darparu adborth i ddysgwyr mewn perthynas â chynnydd a chyflawniad dan arweiniad yr athro/ athrawes.

Cefnogi'r Athro

- Paratoi'r ystafell ddosbarth ar gyfer gwersi, fel y cyfarwyddir, a thacluso ar ôl hynny a chynorthwyo gydag arddangos gwaith dysgwyr.
- Dan gyfarwyddyd yr athro, defnyddio strategaethau i gefnogi dysgwyr i gyflawni nodau dysgu.
- Monitro ymatebion y dysgwyr i weithgareddau dysgu, a chadw cofnod cywir o gyflawniad / cynnydd yn ôl cyfarwyddyd.
- Cefnogi'r athro i reoli ymddygiad dysgwyr, rhoi gwybod am anawsterau fel sy'n briodol.
- Sefydlu perthnasau adeiladol gyda rhieni/gofalwyr.
- Darparu cefnogaeth weinyddol / clercio i'r athro.

Cefnogi'r Cwricwlwm

- Cefnogi dysgwyr i gael mynediad at y cwricwlwm.
- Cefnogi dysgwyr i ddeall cyfarwyddiadau ac ymgymryd â gweithgareddau dysgu yn ôl cyfarwyddyd yr athro.
- Cefnogi dysgwyr i ddefnyddio TGCh mewn gweithgareddau dysgu yn ôl cyfarwyddyd.
- Paratoi, cynnal a defnyddio offer/adnoddau yn ôl cyfarwyddyd yr athro a chynorthwyo dysgwyr i'w defnyddio.

Cefnogi'r Ysgol

- Bod yn ymwybodol o bolisïau a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch personol a diogelwch eiddo, cyfrinachedd a diogelu data, a chydymffurfio â'r rhain, gan roi gwybod i unigolyn priodol am unrhyw bryderon.
- Bod yn ymwybodol o wahaniaethau, a'u cefnogi, a sicrhau bod pob dysgwr yn cael yr un cyfleoedd i ddysgu a datblygu.
- Cyfrannu at ethos, gwaith, amcanion cyffredinol yr ysgol.
- Gwerthfawrogi a chefnogi swyddogaethau gweithwyr proffesiynol eraill.
- Cynorthwyo â goruchwylio dysgwyr yn ystod y diwrnod ysgol.
- Mynychu cyfarfodydd perthnasol yn ôl yr angen o fewn oriau contract.
- Cymryd rhan mewn hyfforddiant, gweithgareddau dysgu eraill a datblygu perfformiad yn ôl y gofyn o fewn oriau contract.

Cyffredinol

- Gweithio mewn modd sy'n cefnogi egwyddorion ac arferion cyfle cyfartal fel y'u pennir ym Mholisi'r Ysgol.
- Cymryd gofal rhesymol am eich iechyd a'ch diogelwch eich hun ac unrhyw unigolion eraill, a chydymffurfio â deddfwriaeth iechyd a diogelwch a pholisi iechyd a diogelwch yr ysgol.
- Cadw cyfrinachedd ym mhob agwedd ar y gwaith a chadw at egwyddorion diogelu data wrth ymgymryd â'ch dyletswyddau.
- Bod yn ymwybodol o bolisïau a gweithdrefnau sy'n ymwneud â chynhwysiant, amddiffyn plant, iechyd, diogelwch personol a diogelwch eiddo, cyfrinachedd a diogelu data, a chydymffurfio â'r rhain, gan roi gwybod i unigolyn priodol am unrhyw bryderon wrth iddynt godi.

Efallai y bydd angen i ddeiliad y swydd ymgymryd â dyletswyddau rhesymol eraill, cyn belled â nad yw cymeriad cyffredinol y dyletswyddau na lefel y cyfrifoldeb yn newid.

Yn gyfrifol am staff / offer

Dim

Yn atebol i

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

5 TGAU graddau A - G neu NVQ 2/3 neu gymhwyster cyfwerth.

Cofrestriad CGA.

Ein Gwerthoedd Craidd a'n Hymddygiad

Cliciwch yma i ddarllen y fframwaith yn llawn

Un Tîm:

Datblygu a hyfforddi - Rydych chi'n rhannu eich gwybodaeth a'ch sgiliau.

Cwsmeriaid yn Gyntaf:

Datblygu perthnasoedd a gwasanaethau dwyieithog - Rydych chi'n sefydlu parch ac ymddiriedaeth gyffredin yn gyflym ar sail gonestrwydd a dibynadwyedd, gan feithrin perthynas hirdymor ag eraill.

Uniondeb:

Cynhwysiant a Gwerthoedd - Rydych chi'n trin pawb yn deg, gan ddangos parch a sensitifrwydd at wahaniaethau a dewis ieithyddol (Cymraeg neu Saesneg).

Rhagori:

Dysgu a datblygu - Rydych chi'n chwilio am gyfleoedd dysgu newydd ac am ffyrdd newydd o ddatblygu eich hun a'ch sgiliau Cymraeg.

Cymryd Cyfrifoldeb:

Dangos cyfrifoldeb - Rydych chi'n atebol am yr hyn rydych wedi addo'i gyflawni, gan gynnwys tasgau a ddirprwywyd i eraill.

Gwrando:

Gwrando ar eraill - Rydych chi'n dangos brwdfrydedd dros y gwasanaeth rydych chi'n ei ddarparu a gwella eich gwaith.

Gwybodaeth

Ymwybyddiaeth o'r Cwricwlwm i Gymru.

Ymwybyddiaeth o anghenion ADY gwahanol.

Sgiliau Penodol y Swydd

Sgiliau llythrennedd, rhifedd a TGCh da.

Defnyddio TGCh yn effeithiol i gefnogi dysgu.

Sgiliau rhyngbersonol a chyfathrebu da a gallu uniaethu'n dda â phlant ac oedolion.

Gallu sefydlu a chynnal perthnasoedd gweithio da gyda dysgwyr, rhieni, staff a budd-ddeiliaid allanol.

Gallu cynnal eu hunain mewn modd proffesiynol bob amser.

Parodrwydd i ddatblygu eich sgiliau a gwybodaeth broffesiynol eich hun drwy fynychu cyrsiau / hyfforddiant, diwrnodau HMS priodol.

Agwedd hyblyg, amyneddgar a gweithgar tuag at weithio fel rhan o dîm.

Ymrwymiad amlwg i ddiogelu myfyrwyr ac amddiffyn plant.

Ymrwymiad amlwg i gyfleoedd cyfartal.

Presenoldeb a phrydlondeb rhagorol.

Cynorthwyo â helpu dysgwyr i wneud cynnydd.

Cefnogi lles dysgwyr i'w helpu i deimlo'n hyderus ac i ymgysylltu â dysgu.

Profiad

Profiad o weithio gyda phlant.

Profiad o weithio mewn tîm.

Meini Prawf Dymunol

Unrhyw gymhwyster sy'n cynnwys gweithio gyda phlant.

Ymgysylltu â Llwybr Dysgu Cymhorthydd Addysgu - Dysgu Proffesiynol.

Deall gweithdrefnau diogelu ac amddiffyn plant.

Gallu defnyddio amrywiaeth o dechnoleg neu'n barod i ddysgu a datblygu'r sgil.

Sgiliau cyfathrebu sylfaenol yn y Gymraeg.

SGILIAU IAITH A CHYFATHREBU

Er mwyn diwallu anghenion y bobl sy'n defnyddio ein gwasanaethau, dyma'r lefelau iaith sydd eu hangen. Gallwn ddarparu cefnogaeth resymol i'ch helpu i gyflawni'r lefel hon.

Ansicr ynghylch eich lefel? Gwirio fy lefel iaith

Cymraeg	**Sgiliau Siarad Lefel 2**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Siarad Lefel 4**	**Sgiliau Ysgrifennu Lefel 4**
Arall		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Mae angen gwiriadau DBS ar gyfer rhai swyddi, yn enwedig y rhai sy'n cynnwys gweithio gyda phlant a/neu oedolion sydd mewn perygl o niwed neu gam fanteisio (Arweiniad) Ar gyfer y swydd hon, gofynnwn am:

Y math o ddatgeliad - Datgeliad Manwl gan wirio'r rhestr wahardd

Y math o weithlu - Gweithio gyda Phlant

Adnewyddu - Dim angen adnewyddu

Y Rheswm - Mae'r rôl hon yn gweithio'n agos a disgyblion ar safle'r ysgol.

UNRHYW WYBODAETH ARALL

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn Ein Fframwaith Gwerthoedd Craidd a'n Hymddygiad, 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.

Key responsibilities

Support for Learners

- Support learners to develop in social, health, physical, hygiene and welfare matters.
- Supervise and support learners ensuring their safety and access to learning.
- Establish good relationships with learners, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all learners.
- Encourage learners to interact with others and engage in activities led by the Teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Assist with the implementation of IDP's / behaviour plans etc.
- Provide feedback to learners in relation to progress and achievement under the guidance of a Teacher.

Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of learners' work.
- Under the direction of a Teacher, use strategies to support learners to achieve learning goals.
- Monitor learners' responses to learning activities and accurately record achievement/progress as directed.
- Support the Teacher in managing learner behaviour, reporting difficulties as appropriate.
- Establish constructive relationships with parents/carers.
- Provide clerical/administrative support to the Teacher.

Support for the curriculum

- Support learners in gaining access to the curriculum.
- Support learners to understand instructions and undertake learning activities as directed by the Teacher.
- Support learners in using ICT in learning activities as directed.
- Prepare, maintain and use equipment/resources as directed by the Teacher and assist learners in their use.

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 learners 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.
- Assist with the supervision of learners during the school day.
- Attend relevant meetings as required within contracted hours.
- Participate in training, other learning activities and performance development as required within contracted hours.

General

- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the School's Policy.
- To take reasonable care for the health and safety of yourself and other persons and to comply with health and safety legislation and the school health and safety Policy.
- To observe confidentiality in all aspects of work and adhere to data protection principles whilst undertaking your duties.

- 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 as soon as they arise.

The post-holder may be required to carry out any other reasonable duties, provided the general character of the duties or level of responsibility does not change.

Responsible for staff / equipment

None

Reporting to

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

5 GCSEs grades A - G or NVQ 2/3 or equivalent qualification.

EWC Registration.

Our Core Values and Behaviours

Click here for the full framework

One Team:

Development & Coaching - You share your knowledge and skills.

Customers First:

Developing Relationships & Bilingual Services - You quickly establish mutual respect and trust based on honesty and reliability, building lasting relationships with others.

Integrity:

Inclusion & Values - You treat everyone fairly, showing respect and sensitivity towards differences and language preference (Welsh or English).

Excellence:

Learning & Development - You seek out new learning and look for new ways to develop yourself and your Welsh language skills.

Take Responsibility:

Demonstrates Responsibility - You hold yourself accountable for what you have promised to deliver, including tasks delegated to others.

Listening:

Listening To Others - You show enthusiasm for the service you deliver and to improving your work.

Knowledge

Awareness of Curriculum for Wales.

Awareness of different ALN needs.

Job Specific Skills

Good numeracy, literacy and ICT skills.

Effective use of ICT to support learning.

Good interpersonal and communication skills, able to relate well to both children and adults.

Able to establish and maintain good working relationships with learners, parents, staff and external stakeholders.

The ability to conduct themselves in a professional manner at all times.

A willingness to develop your own professional skills and knowledge by attending appropriate courses / training, INSET days.

A flexible, patient and hardworking approach to working as part of a team.

A demonstrable commitment to the safeguarding of students and child protection.

A demonstrable commitment to equal opportunities.

Excellent attendance and punctuality.

Assist in helping learners to make progress.

Support learners' wellbeing to help them feel confident and to engage in learning.

Experience

Experience of working with children.

Experience of working as part of a team.

Desirable Criteria

Any qualification that includes working with children.

Engagement in the Teaching Assistant Learning Pathway (TALP) professional Learning.

Understanding of safeguarding and child protection procedures.

Ability to use a range of technology or the willingness to learn and develop the skill.

At least basic Welsh communication skills.

LANGUAGE AND COMMUNICATION SKILLS

To meet the needs of the people who access our services, these are the language levels required. We can provide reasonable support to help you achieve this level.

Unsure what level you are? Check my language level

Welsh	**Spoken Level 2**	**Written level 1**
English	**Spoken Level 4**	**Written level 4**
Other		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS checks are required for some jobs, especially those that involve working with children and/or adults at risk of harm or exploitation (Guidance) For this job, we ask for:

Type of disclosure - Enhanced Disclosure with Barred list check

Workforce type - Working with Children

Renewals - No renewal required

Justification - Role involves working directly with school children in a school setting.

ANY OTHER INFORMATION

Every employee is expected to uphold the authority's core values reflected within Our Core Values and Behaviours 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.

AT DDEFNYDD Y SWYDDFA'N UNIG | **FOR OFFICE USE ONLY**

Adran | **Department**	Addysg a Hamdden | Education, Children & Family Services

Is-adran | **Division**	Ysgolion
Rhan | **Section**	Schools

Paratowyd gan | **Prepared By**	Julie Stuart
Dyddiad | **Date**	Mehefin / June, 2026