Proffil Swydd/Job Profile

Teitl y Swydd – Goruchwyliwr Llanw

Post Title – Cover Supervisor

Adran	Addysg a Phlant
Department	Education & Children

Is-Adran/Adain	Ysgolion
Division/Section	Schools

Gradd/Grade	Gradd/Grade F pro rata + 4% (gweithio yn ystod y tymor/ term time working)

Dyddiad/Date	Tachwedd/November 2026

Prif Ddiben y Swydd

Goruchwylio dosbarthiadau ar draws y cwricwlwm a dilyn rhaglen astudio yn ystod absenoldeb tymor byr yr athro dosbarth a chyfrannu at godi safonau trwy roi cymorth i adrannau a'r ysgol gyfan.

Prif gyfrifoldebau

Goruchwylio dosbarthiadau

- Dan gyfarwyddyd y Rheolwr Goruchwylio, goruchwylio disgyblion yn y dosbarth yn ystod absenoldeb eu hathro dosbarth
- Cysylltu â'r Rheolwr Goruchwylio i weithredu gwaith a osodwyd gan staff sy'n absennol.
- Mynychu Briffio'r Staff yn y bore
- Cofrestru a chofnodi presenoldeb myfyrwyr adeg cofrestru ac yn y gwersi, fel a phan yn briodol
- Cysylltu â'r Pennaeth Adran, lle'n bosibl, i wneud yn siŵr bod y cyfafwyddiadau'n glir.
- Cysylltu â Chynorthwywyr Addysgu ynglŷn â disgyblion unigol sy'n cael cymorth yn y dosbarth
- Rhoi cyfarwyddiadau clir i'r dosbarth, yn seiliedig ar y gwaith a osodwyd, a goruchwylio disgyblion yn weithredol wrth iddynt ddilyn y cyfarwyddiadau
- Creu amgylchedd digynnwrf a phwrpasol lle gall y disgyblion gwblhau eu gwaith
- Casglu unrhyw waith a gwblhawyd ar ôl y wers a'i ddychwelyd i'r athro perthnasol
- Rheoli adnoddau'n effeithiol a gwneud yn siw1r bod ystafelloedd dosbarth yn daclus ac yn barod ar gyfer y wers nesaf
- Cyfrannu at gynllunio a gwerthuso gwaith a osodwyd ar gyfer gwersi goruchwylio
- Rhoi adborth ar weithgareddau dysgu a chyfrannu at adolygiad ysgol a chynllunio ar gyfer datblygu
- Cyfrannu at reoli ymddygiad yn yr ysgol, yn unol â Pholisi Ymddygiad yr ysgol
- Goruchwylio dosbarthiadau niferus mewn ystafell ddosbarth / neuadd yr ysgol yn ôl y gofyn
- Mynychu gwasanaeth lawn a chynorthwyo gyda'r goruchwylio

Cefnogaeth i Adrannau

- Cefnogi adrannau i baratoi adnoddau, arddangosfeydd yr ystafell ddosbarth, ffeilio, ayyb

Goruchwylio Arholiadau

- Cynorthwyo i oruchwylio arholiadau, fel a phan y gofynnir

Cefnogaeth i'r Ysgol

- Mynychu a gweithredu'n weithredol i Ddiwrnodau Hyfforddinat Staff
- Mynychu a gweithredu'n weithredol i Gyfarfodydd Staff
- Cyfrannu at gynnal a chadw amgylchedd diogel ac iach
- Cyfrannu at a chymryd rhan mewn diigwyddiadau a gweithgareddau ysgol
- Datblygu a chynnal perthnasoedd gwaith effeithiol gyda staff eraill a rhieni/gofalwyr

Gall fod yn ofynnol i ddeiliad y swydd ymgymryd â dyletswyddau eraill o gyfrifoldeb, sy'n gymesur â gradd y swydd, yn ôl cyfarwyddyd y Pennaeth.

Yn gyfrifol am staff/offer

Cyfarpar yr Ystafell Ddosbarth

Yn atebol i

Rheolwr Goruchwyliaeth

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

- NVQ Lefel 3 neu gymhwyster cyfwerth perthnasol neu brofiad mewn swydd berthnasol
- TGAU neu rifedd a llythrennedd cyfwerth

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

Gwybodaeth

- Gwybodaeth a dealltwriaeth cyfredol am arferion a gweithdrefnau mewn addysg ynglŷn â lles, diogelwch ac addysg disgyblion
- Gwybodaeth waith am y Cwricwlwm i Gymru a rhaglenni dysgu a strategaethau perthnasol eraill
- Dealltwriaeth am egwyddorion datblygiad plentyn a phrosesau dysgu

Profiad

- Profiad o hunanwerthuso eich anghenion dysgu eich hun a chwilio am gyfleoedd dysgu
- Profiad o gyfathrebu'n effeithiol ar bob lefel
- Profiad o weithio gyda disgyblion o oed perthnasol
- Profiad o weithio mewn sefyllfa dosbarth

Rhinweddau personol

- Profiad o weithio'n adeiladol mewn tîm, deall rolau a chyfrifoldebau'r ystafell ddosbarth a safle'r hunan oddi fewn i'r rhain
- Profiad o flaenoriaethu tasgau a gweithredu ar symbyliad yr hunan
- Profiad o symbylu disgyblion i ddatblygu i'w potensial llawn

Meini Prawf Dymunol

- Cymhwyster arbenigol ychwanegol
- Hyfforddiant mewn strategaethau perthnasol sy'n arbennig i'r cwricwlwm neu faes dysgu
- Profiad o ddefnyddio cyfarpar a thechnoleg arall, h.y. fideo, llungopïwr
- Profiad o ddefnyddio TGCh i gefnogi dysgu'n effeithiol

Sgiliau Iaith /Cyfathrebu

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

Cymraeg	**Sgiliau Llafar Lefel 1**	**Sgiliau Ysgrifennu Lefel 1**
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 phlant sy'n agored i niwed

UNRHYW WYBODAETH ARALL

Main Purpose of Job

To supervise classes across the curriculum in following a programme of study during the short-term absence of their class teacher and to contribute to raising standards by providing support to departments and the whole school

Key responsibilities

Cover supervision

- Under the direction of the Cover Manager, supervise pupils in class during the absence of their class teacher
- Liaise with Cover Manager to implement work set by absent staff.
- Attend morning Staff Briefings
- Register and record student attendance in registration and lessons, as and when appropriate
- Liaise with Head of Department, where possible, to ensure that instructions are clarified.
- Liaise with Teaching Assistants regarding individual pupils being supported in class
- Administer clear instructions to the class, based on detailed work set, and actively supervise pupils as they carry out the instructions
- Create a calm and purposeful environment in which pupils can complete their work
- Collect any completed work after the lesson and return it to the appropriate teacher
- Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson
- Contribute to the planning and evaluation of work set for covering lessons
- Provide feedback on learning activities and contribute to school review and development planning
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy
- Supervise multiple classes in a classroom/school hall as required
- Attend full assembly and assist with supervision

Support for Departments

- Support departments with the preparation of resources, classroom displays, filing, etc

Exam Invigilation

- Assist with the invigilation of examinations, as and when requested to do so

Support for the school

- Attend and actively participate in Staff Training Days
- Attend and actively participate in Staff Meetings
- Contribute to the maintenance of a safe and healthy environment
- Contribute to and participate in school events and activities
- Develop and maintain effective working relationships with other staff and parents/carers

The postholder may be required to undertake such other responsible duties, commensurate with the grade of the post, as directed by the Headteacher.

Responsible for staff/equipment

Classroom equipment

Reporting to

Cover Manager

Person Specification

Language and Communication Skills

Click on the link What level are you?

Essential Criteria
Qualifications, Vocational training and Professional Memberships
• Relevant NVQ level 3 or equivalent qualification or experience in a relevant post • GCSE or equivalent numeracy and literacy
Job related skills and competencies
Knowledge
• Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils • Working knowledge of the Curriculum for Wales and other relevant learning programmes and strategies • Understanding of the principles of child development and learning processes
Experience
• Experience of self-evaluating your own learning needs and seeking learning opportunities • Experience of communication effectively at all levels • Experience of working with pupils of relevant age • Experience of working in a classroom setting
Personal qualities
• Experience of working constructively in a team, understanding classroom roles and responsibilities and own position within these • Experience of prioritising tasks and acting on own initiative • Experience of motivating pupils to develop to their full potential
Desirable Criteria
• Additional specialist qualification • Training in relevant strategies eg particular curriculum or learning area • Experience of using other equipment and technology ie video, photocopier • Experience of using ICT to effectively support learning

Welsh	**Spoken Level 2**	**Written level 2**
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 vulnerable children

ANY OTHER INFORMATION