Proffil Swydd/Job Profile

Teitl y Swydd – Seicolegydd Addysg Cynorthwyol
Post Title - Assistant Educational Psychologist

Adran	Addysg a Chynhwysiant
Department	Education & Inclusion
Is-Adran/Adain	Gwasanaeth Seicoleg Addysg a Phlant
Division/Section	Educational and Child Psychology Service
Gradd/Grade	Soulbury Gradd SAC, Pwyntiau 2 - 5/Soulbury As. EP Scale, Points 2 - 5
Rhif y Swydd/Post Number	036181 036182
Paratowyd Gan/Prepared by	Dr Helen Davies, Prif Seicolegydd Addysg a Phlant/ Principal Educational and Child Psychologist
Dyddiad Paratoi/Date prepared	Tachwedd / November 2026

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

Mae'r swydd Seicolegydd Addysgol Cynorthwyol yn cefnogi gwaith y Gwasanaeth Seicoleg Addysg a Phlant drwy gyfrannu at ddarparu cyngor, arweiniad, hyfforddiant a chefnogaeth arbenigol i ysgolion, plant a phobl ifanc, eu teuluoedd a gweithwyr proffesiynol eraill.

Mae'r rôl yn cefnogi y nôd i ddiwallu anghenion dysgu ychwanegol o fewn awdurdod lleol cynhwysol ac yn cyfrannu at wella profiadau lles, dysgu a datblygiad y plentyn.

Gall y dyletswyddau a blaenoriaethau penodol amrywio yn ôl anghenion a chyfrifoldebau newidiol y Gwasanaeth Addysg a Chynhwysiant a'r gymuned ehangach.

Bydd deiliad y swydd yn ymgymryd ag ystod eang o weithgareddau, gan gynnwys ymgynghori, asesu, datrys problemau ar y cyd, gwaith achos, hyfforddiant, ymchwil a gwaith prosiect, a bydd yn darparu ymyrraethau y maent wedi derbyn hyfforddiant a goruchwyliaeth briodol ar eu cyfer.

Bydd yr holl weithgareddau seicolegol yn cael eu cynnal o dan oruchwyliaeth briodol Seicolegydd Addysg a Phlant sydd wedi'i gofrestru gan yr HCPC.

Mae'r swydd yn darparu profiad perthnasol a allai gefnogi cais yn y dyfodol i raglen hyfforddi gydnabyddedig Doethuriaeth mewn Seicoleg Addysg (DEdPsy).

Prif cyfrifoldebau

1. Eiriolaeth: hyrwyddo buddiannau gorau plant a phobl ifanc ag anghenion dysgu ychwanegol trwy wneud argymhellion am addysg a chymorth cynhwysol, a thrwy hynny helpu i wella lles a safonau gofal, dysgau ac addysgu.
2. Asesu a darparu ymyrraethau: cyfrannu at gamau priodol o asesu ac ymgynghori a chefnogi a/neu ddarparu ymyrraethau y mae'r deiliad swydd wedi derbyn hyfforddiant a goruchwyliaeth addas ar eu cyfer, gan alluogi'r awdurdod lleol i gyflawni ei ddyletswyddau statudol.
3. Cyngor a hyfforddiant: darparu cyngor a hyfforddiant i rieni/gofalwyr, staff ysgol, cydweithwyr a gwasanaethau eraill mewn perthynas ag anghenion dysguychwanegol, cynhwysiant, dysgu, datblygiad a lles.
4. Datblygu polisi a gwasanaethau: cyfrannu at ddatblygu a gweithredu polisïau yr awdurdod lleol ac ysgolion sy'n ymwneud ag anghenion dysgu ychwanegol, cynhwysiant a lles, a thrwy hynny gefnogi gwella ysgolion a gwell canlyniadau i blant a phobl ifanc.
5. Gweithio aml-asiantaethol: gweithio ar y cyd â chydweithwyr addysg, iechyd, gofal cymdeithasol a chydweithwyr arbenigol eraill i ymateb i anghenion unigol a systemig, gan hyrwyddo cydweithrediad effeithiol a pharhad cefnogaeth.

6. Cyfraniad tîm gyfan: cyfrannu at weithgareddau tîm gyfan o fewn y Gwasanaeth Addysg a Chynhwysiant, gan gynnwys cefnogi a, lle bo hynny'n briodol, cynrychioli'r Prif Seicolegydd Addysg a Phlant mewn cyfarfodydd, cyrsiau a chynadleddau perthnasol, i gefnogi gweithrediad effeithiol y Gwasanaeth a'r Adran. 7. Datblygiad Proffesiynol Parhaus: i gael y wybodaeth ddiweddaraf am ddatblygiadau mewn Seicoleg Addysg, arferion sy'n seiliedig ar dystiolaeth a deddfwriaeth a chanllawiau perthnasol Cymru, a chadw cofnod myfyriol o'r gwaith a wnaed a'r sgiliau a ddatblygwyd. Sylwch fod y rôl yn darparu ystod eang o brofiadau a allai gefnogi cais yn y dyfodol i raglen hyfforddi gydnabyddedig Doethuriaeth mewn Seicoleg Addysgol (DEdPsy).
Yn gyfrifol am staff/offer
Offer TGCh ac adnoddau seicolegol ac asesu sy'n briodol i'r rôl.
Yn atebol i
Uwch Seicolegydd Addysgol a Phlant

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Gradd anrhydedd mewn Seicoleg, fel arfer o leiaf 2:1, neu gymhwyster cyfatebol sy'n rhoi cymhwysedd ar gyfer Sail Graddedigion ar gyfer Aelodaeth Siartredig (GBC) o Gymdeithas Seicolegol Prydain.

Cofnod o hyfforddiant parhaus a datblygiad personol sy'n berthnasol i rôl Seicolegydd Addysgol Cynorthwyol.

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

Y gallu i gynllunio a rheoli llwyth gwaith yn effeithiol ac i gwrdd a terfynau amser y cytunwyd arnynt.

Sgiliau rhyngbersonol a chyfathrebu effeithiol, gyda'r gallu i ymgysylltu ag eraill a gweithio yn hyderus ar y cyd.

Y gallu i ddefnyddio dulliau sy'n seiliedig ar dystiolaeth a dulliau creadigol, sy'n canolbwyntio ar atebion wrth gefnogi asesu, ymgynghori ac ymyrraeth seicolegol.

Y gallu i ddefnyddio technolegau digidol yn hyderus ac yn effeithiol ar gyfer cyfathrebu, asesu, ymchwilio, dadansoddi data, cadw cofnodion a darparu gwasanaethau.

Gwybodaeth

Gwybodaeth dda o ddefnyddio seicoleg mewn cyd-destunau addysgol, teuluol a chymunedol i helpu plant a phobl ifanc i gyrraedd eu potensial.

Gwybodaeth weithredol o ddeddfwriaeth a chanllawiau addysg ac anghenion dysgu ychwanegol perthnasol yng Nghymru, gan gynnwys Deddf Anghenion Dysgu Ychwanegol a Thribiwnlys Addysg (Cymru) 2018 a Chod Anghenion Dysgu Ychwanegol Cymru 2021.

Dealltwriaeth gadarn o faterion cyfredol wrth ddiwallu anghenion dysgu ychwanegol o fewn awdurdod lleol cynhwysol.

Dealltwriaeth gadarn o ddarparu gwasanaethau sy'n seiliedig ar ymgynghori ac ymarfer sy'n seiliedig ar dystiolaeth.

Profiad

O leiaf blwyddyn o brofiad perthnasol o weithio gyda phlant a/neu bobl ifanc a'r oedolion sy'n eu cefnogi, mewn lleoliad addysgol, cymunedol, gofal, neu seicolegol.

Profiad perthnasol o gymhwyso dulliau seicolegol ar lefel unigol a/neu systemig.

Rhinweddau personol

Y gallu i weithio ar y cŷd a chyfrannu'n effeithiol fel rhan o dîm.

Ymrwymiad i waith o ansawdd uchel.

Ymrwymiad i ymarfer yn fyfyriol.

Ymrwymiad i ddatblygiad proffesiynol parhaus ac i ddilyn meysydd o ddiddordeb proffesiynol sy'n berthnasol i ddatblygiad deiliad y swydd a blaenoriaethau'r Gwasanaeth Seicoleg Addysgol a Phlant.

Meini Prawf Dymunol

Profiad o gyfrannu tuag at ddatblygu gwasanaeth, prosiect neu ymarfer.

Hyfforddiant a phrofiad dan oruchwyliaeth mewn ymyrraethau sy'n seiliedig ar dystiolaeth gyda phlant, pobl ifanc a/neu eu teuluoedd/gofalwyr.

Sgiliau Iaith /Cyfathrebu

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

Cymraeg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
Arall (nodwch)	**Dim**	**Dim**

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 ac oedolion** Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie**

Y RHESWM
Bydd gan ddeiliad y swydd gysylltiad uniongyrchol â phlant a phobl ifanc.

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 angen teithio i gyflawni dyletswyddau'r swydd. Bydd addasiadau rhesymol yn cael eu hystyried yn unol â pholisïau'r Cyngor a deddfwriaeth cydraddoldeb berthnasol. Bydd deiliad y swydd yn ymgymryd â gweithgareddau seicolegol o dan oruchwyliaeth briodol a rheolaeth uniongyrchol Uwch Seicolegydd Addysg a Phlant sydd wedi'i gofrestru gan HCPC. Bydd adroddiadau ac allbynnau proffesiynol eraill yn cael eu hadolygu a'u gwrthlofnodi lle bo angen o dan drefniadau goruchwylio a llywodraethu'r Gwasanaeth.

Main Purpose of Job

The post of Assistant Educational Psychologist supports the work of the Educational and Child Psychology Service by contributing to the provision of specialist advice, guidance, training and support for schools, children and young people, their families, and other professionals.

The role supports the identification and meeting of additional learning needs within an inclusive local authority and contributes to optimising wellbeing, learning and development.

Specific duties and priorities may vary in response to the changing needs and responsibilities of the Education and Inclusion Services and the wider community.

The postholder will undertake a broad range of activities, including consultation, assessment, joint problem solving, casework, training, research, and project work, and will support and/or deliver evidence-informed interventions for which the postholder has received appropriate training and supervision, within the agreed scope of the Assistant Educational Psychologist role.

All psychological activities will be undertaken under the appropriate supervision of an HCPC registered Senior Educational and Child Psychologist.

The post provides relevant experience that may support a future application to a recognised Doctorate in Educational Psychology training programme.

Key responsibilities

1. Advocacy: to promote the best interests of children and young people with additional learning needs by making recommendations about inclusive education and support, thereby helping to improve wellbeing and standards of care, teaching, and learning.

2. Assessment and intervention: to contribute to appropriate stages of assessment and consultation and to support and/or deliver evidence-informed interventions for which the postholder has received suitable training and supervision, within the agreed scope of the role, enabling the local authority to fulfil its statutory duties.

3. Advice and training: to provide advice and training for parents/carers, school staff, colleagues, and other services in relation to additional learning needs, inclusion, learning, development, and wellbeing.

4. Policy and service development: to contribute to the development and implementation of local authority and school policies and practice relating to additional learning needs, inclusion, and wellbeing, thereby supporting school improvement and improved outcomes for children and young people.

5. Multi-agency working: to work collaboratively with education, health, social care, and other specialist colleagues to respond to individual and systemic needs, promoting effective cooperation and continuity of support.

6. Whole-team contribution: to participate in and contribute to whole-team activities within Education and Inclusion Services, including supporting and, where appropriate, representing the Principal Educational and Child Psychologist at relevant meetings,

courses, and conferences, to support the effective operation of the Service and Department. 7. Continuing Professional Development: to keep up to date with developments in Educational Psychology, evidence-informed practice and relevant Welsh legislation and guidance, and to maintain a reflective record of work undertaken and skills developed. Note that the role provides a broad range of experience that may support a future application to a recognised Doctorate in Educational Psychology (DEdPsy) training programme.
Responsible for staff/equipment
ICT equipment and psychological and assessment resources appropriate to the role.
Reporting to
Senior Educational and Child Psychologist

Essential Criteria

Qualifications, Vocational training and Professional Memberships

An honours degree in Psychology, normally at least 2:1, or an equivalent or conversion qualification that confers eligibility for Graduate Basis for Chartered Membership (GBC) of the British Psychological Society.

A record of continuous training and personal development relevant to the role of Assistant Educational Psychologist.

Job Related Skills and Competencies

The ability to plan and manage a workload effectively and to meet agreed deadlines.

Effective interpersonal and communication skills, with the ability to engage with others and work collaboratively.

The ability to use evidence-informed approaches and creative, solution focused methods when supporting psychological assessment, consultation, and intervention.

To be able to use digital technologies confidently and effectively for communication, assessment, research, data analysis, record keeping and service delivery.

Knowledge

A good knowledge of applying psychology in educational, family and community contexts to help children and young people reach their potential.

A working knowledge of relevant Welsh education and additional learning needs legislation and guidance, including the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the Additional Learning Needs Code for Wales 2021.

A critical understanding of current issues in meeting additional learning needs within an inclusive local authority.

A sound understanding of consultation-based service delivery and evidence informed practice.

Experience

At least one year's relevant experience of working with children and/or young people and those who support them, in an educational, community, care, psychological or related setting.

Relevant experience of applying psychological knowledge or approaches at individual and/or systemic level.

Personal qualities

The ability to work co-operatively and contribute effectively as part of a team.

A commitment to high-quality, fit-for-purpose work and reflective practice.

A commitment to continuing professional development and to pursuing areas of special interest relevant to the postholder's development and the priorities of the Educational and Child Psychology Service.
Desirable Criteria
Successful experience of contributing to service, project, or practice development. Training and supervised experience in evidence-informed interventions with children, young people, and/or their families/carers.

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 3**	**Written level 1**
English	**Spoken Level 5**	**Written level 5**
Other (please State)	None	None

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 and Adult Workforce** **Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** **Yes**

JUSTIFICATION
The postholder will have direct contact with children and young people.

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 ability to travel to fulfil the duties of the post is required. Reasonable adjustments will be considered in line with the Council's policies and applicable equality legislation. The postholder will undertake psychological activities under the appropriate supervision and direct management of an HCPC-registered Senior Educational and Child Psychologist. Reports and other professional outputs will be reviewed and countersigned where required under the Service's supervision and governance arrangements.