Cymhorthydd Dysgu Cyffredinol – Lefel 2

Cyfeirnod y swydd: YPHS00389D1FWE
Lleoliad: Ysgol Uwchradd Prestatyn
Gradd 3, £28,153 - £28,608
Parhaol – 29.08 awr yr wythnos
Adeg Tymor Un Unig a 2 ddiwrnod hyfforddi

Rydym yn chwilio berson brwdfrydig i ymuno â'n tîm o Gynorthwywyr Addysgu i gefnogi mynediad at ddysgu i ddisgyblion a darparu cefnogaeth gyffredinol i'r athro wrth reoli disgyblion yn yr ystafell ddosbarth.

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

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Mrs. Emma Tate ar 01745 852312.

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 706101.

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 ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

Dyddiad Cau: 02/12/2026

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.

Teaching Assistant Level 2

Job reference: YPHS00389D1FWE
Location: Prestatyn High School
Grade 3, £28,153 - £28,608
Permanent – 29.08hrs per week
Term Time Only plus 2 training days

We are looking for an enthusiastic person to join our team of Teaching Assistants to support access to learning for pupils and to provide general support to the teacher in the management of pupils in the classroom.

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

If you would like to discuss any aspect of the post, please call Mrs. Emma Tate on 01745 852312.

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: 02/12/2026

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:	**Cymhorthydd Dysgu Cyffredinol Lefel 2**
Graddfa:	**3**
Gwasanaeth:	**Ysgolion**
Yn atebol i:	**Pennaeth**
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	**1232**
Safonau'r Iaith Gymraeg	**Lefelau o ran sgiliau Cymraeg** **Lefel 1 dymunol**

Pwrpas y Swydd

Gweithio dan gyfarwyddyd/arweiniad athro/uwch staff dysgu i ymgymryd â rhaglenni gwaith/gofal/cefnogi, i alluogi mynediad i ddisgyblion i addysg a chynorthwyo'r athro wrth reoli disgyblion a'r dosbarth. Gall y gwaith ddigwydd yn y dosbarth neu'r tu allan i'r prif safle dysgu.

Prif Gyfrifoldebau

Cefnogi'r Disgyblion

Goruchwylio a rhoi cefnogaeth benodol i ddisgyblion, gan gynnwys rhai ag anghenion arbennig, gan sicrhau eu diogelwch a'u bod yn cael mynediad at weithgareddau dysgu.
Cynorthwyo gyda datblygu a gweithredu Cynlluniau Addysg Unigol/Ymddygiad a rhaglenni Gofal Personol
Sefydlu perthynas adeiladol gyda disgyblion, gan weithio gyda hwy yn ôl anghenion unigol
Hyrwyddo cynhwysiant a derbyn holl ddisgyblion
Cefnogi darpariaeth i ddisgyblion ag anghenion arbennig
Annog disgyblion i weithio ag eraill a chymryd rhan mewn gweithgareddau a arweinir gan yr athro
Gosod disgwyliadau ymestynnol a hyrwyddo hunan-barch ac annibyniaeth
Rhoi adborth i ddisgyblion mewn perthynas â chynnydd a chyrhaeddiad dan arweiniad yr athro

Cefnogi'r Athro

Creu a chynnal amgylchfyd gwaith pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi a chynorthwyo gydag arddangos gwaith disgyblion
Defnyddio strategaethau, mewn cysylltiad â'r athro, i gefnogi disgyblion i gyflawni amcanion dysgu
Cynorthwyo gyda chynllunio gweithgareddau dysgu
Monitro ymatebion disgyblion mewn perthynas â chynlluniau gweithredu a chofnodi cyrhaeddiad/cynnydd yn unol â chyfarwyddiadau
Rhoi adborth manwl a rheolaidd i athrawon ar gyflawniad, cynnydd, problemau ac ati
Hyrwyddo ymddygiad da gan ddisgyblion, gan ddelio'n gyflym gydag anghydfod a digwyddiadau yn unol â'r polisi a bennwyd ac annog disgyblion i gymryd cyfrifoldeb am eu hymddygiad eu hunain
Sefydlu perthynas adeiladol gyda rhieni/ofalwyr
Rhoi profion arferol ac arolygu arholiadau, a marcio gwaith rheolaidd disgyblion

Rhoi cefnogaeth glerigol/weinyddol e.e. llungopïo, teipio, ffeilio, trin arian, gweinyddu gwaith cwrs ac ati

Cefnogi'r Cwricwlwm

Creu a chynnal amgylchfyd gwaith pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi a chynorthwyo gydag arddangos gwaith disgyblion
Defnyddio strategaethau, mewn cysylltiad â'r athro, i gefnogi disgyblion i gyflawni amcanion dysgu
Cynorthwyo gyda chynllunio gweithgareddau dysgu
Monitro ymatebion disgyblion mewn perthynas â chynlluniau gweithredu a chofnodi cyrhaeddiad/cynnydd yn unol â chyfarwyddiadau
Rhoi adborth manwl a rheolaidd i athrawon ar gyflawniad, cynnydd, problemau ac ati
Hyrwyddo ymddygiad da gan ddisgyblion, gan ddelio'n gyflym gydag anghydfod a digwyddiadau yn unol â'r polisi a bennwyd ac annog disgyblion i gymryd cyfrifoldeb am eu hymddygiad eu hunain
Sefydlu perthynas adeiladol gyda rhieni/ofalwyr
Rhoi profion arferol ac arolygu arholiadau, a marcio gwaith rheolaidd disgyblion
Rhoi cefnogaeth glerigol/weinyddol e.e. llungopïo, teipio, ffeilio, trin arian, gweinyddu gwaith cwrs ac ati

Cefnogi'r Ysgol

Bod yn ymwybodol o a chydymffurfio 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
Gwerthfawrogi a chefnogi rôl aelodau staff proffesiynol eraill
Mynychu a chymryd rhan mewn cyfarfodydd fel y bo gofyn
Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad fel y bo gofyn
Cynorthwyo gyda goruchwylio disgyblion y tu allan i'r gwersi, gan gynnwys cyn ac ar ôl ysgol ac yn ystod amser cinio
Mynd gyda staff dysgu a disgyblion ar deithiau ysgol, ymweliadau a gweithgareddau y tu allan i'r ysgol fel y bo gofyn, a chymryd cyfrifoldeb am grŵp dan oruchwyliaeth yr athro

Adnoddau / Offer / Deunyddiau

Ddim yn berthnasol

Goruchwylio / Rheoli Pobl

Ddim yn berthnasol

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Gweithio gyda neu ofalu am blant o'r oedran perthnasol
Sgiliau rhifedd/llythrennedd da
NVQ 2 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad cyfatebol
Hyfforddiant yn y strategaethau dysgu perthnasol e.e. llythrennedd
Hyfforddiant cymorth cyntaf/hyfforddiant fel y bo'n briodol
Defnyddio TGCh yn effeithiol i gefnogi dysgu
Defnyddio offer technegol arall – fidio, llungopïwr
Deall polisïau/codau ymarfer perthnasol a bod yn ymwybodol o'r ddeddfwriaeth berthnasol
Dealltwriaeth gyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a rhaglenni/strategaethau dysgu sylfaenol eraill
Dealltwriaeth sylfaenol o ddatblygiad plant a sut maent yn dysgu
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 yn y dosbarth a'ch rôl chi yn hyn o beth

Amodau Gwaith Arbennig

Ddim yn berthnasol

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun
Mae'r swydd hon ar gyfer swydd Cynorthwy-ydd Addysgu o fewn ysgol yn uchel mawr prif ffrwd.

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion 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 meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

Teitl y Swydd:	**Cymhorthydd Dysgu Cyffredinol Lefel 2**
Gwasanaeth:	**Ysgolion**
Graddfa:	**3**

MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	Sgiliau rhifedd / llythrennedd da NVQ 2 ar gyfer Cynorthwywyr Addysgu neu gymhwyster neu brofiad perthnasol Hyfforddwyd yn y strategaethau dysgu perthnasol e.e. llythrennedd		Ffurflen Gais / Cyfweliad
2. PROFIAD PERTHNASOL	Gweithio gyda neu ofalu am blant o'r oedran perthnasol		Ffurflen Gais / Cyfweliad
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Dealltwriaeth o'r polisïau/codau ymarfer a bod yn ymwybodol o ddeddfwriaeth berthnasol Dealltwriaeth gyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a rhaglenni / strategaethau dysgu syflaenol eraill		Ffurflen Gais / Cyfweliad

	Dealltwriaeth sylfaenol o ddatblygiad a dysgu plant Defnyddio TGCh yn effeithiol i gefnogi dysgu Medru defnyddio offer a thechnoleg arall – fidio, llungopïwr		
4. NODWEDDION PERSONOL	Medru hunanarfarnu anghenion dysgu a chwilio am gyfleoedd dysgu 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
5. GOFYNION ERAILL	Empathi gydag iaith a diwylliant Cymru	Medru siarad Cymraeg	Ffurflen Gais / Cyfweliad

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	**Teaching Assistant General Level 2**
Grade:	**3**
Service:	**Schools**
Service Area:	**Ysgolion**
Responsible to:	**Headteacher**
Job ID Number / Date Issued:	**1232**
Welsh Language Standards	**Welsh Language Levels** **Level 1 desired**

Job Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Principal Accountabilities and Responsibilities

Support for Pupils

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes

Establish constructive relationships with pupils and interact with them according to individual needs

Promote the inclusion and acceptance of all pupils

Encourage pupils to interact with others and engage in activities led by the teacher

Set challenging and demanding expectations and promote self-esteem and independence

Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

Assist with the planning of learning activities

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Establish constructive relationships with parents/carers

Administer routine tests and invigilate exams and undertake routine marking of pupils' work
Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
Assist with the planning of learning activities
Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
Establish constructive relationships with parents/carers
Administer routine tests and invigilate exams and undertake routine marking of pupils' work
Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

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 pupils 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
Attend and participate in relevant meetings as required
Participate in training and other learning activities and performance development as required
Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
Accompany teaching staff and pupils on visits, trips and out of school activities as required, and take responsibility for a group under the supervision of the teacher

Resources/Equipment/Material

Not Applicable

Supervision/Management of People

Not Applicable

Knowledge, Skills, Training and Experience

Working with or caring for children of relevant age
Good numeracy/literacy skills
NVQ 2 for Teaching Assistants or equivalent qualifications or experience
Training in the relevant learning strategies e.g. literacy
First aid training/training as appropriate
Effective use of ICT to support learning
Use of other equipment technology – video, photocopier
Understanding of relevant polices/codes of practice and awareness of relevant legislation
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
Basic understanding of child development and learning
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

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

This post is for a Teaching Assistant position within a large mainstream high school.

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 Level 2**
Service	**School**
Grade:	**3**

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	Good numeracy / literacy skills NVQ 2 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. literacy	First aid training/training as appropriate	Application Form/ Interview

2. RELEVANT EXPERIENCE	Working with or caring for children of relevant age		Application Form/ Interview
3. JOB RELATED KNOWLEDGE & SKILLS	Understanding of relevant polices/codes of practice and awareness of relevant legislation General understanding of national/foundation stage curriculum and other basic learning programmes/ strategies Basic understanding of child development and learning Effective use of ICT to support learning Ability to use other equipment technology – video, photocopier		Application Form/ Interview
4. 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
5. OTHER REQUIREMENTS	Empathy with the Welsh language and culture	Ability to speak Welsh	Application Form/ Interview