Proffil Swydd/Job Profile

Teitl y Swydd – Cynothwy-ydd Dosbarth Lefel Uwch

Post Title – Higher Level Teaching Assistant

Adran	Addysg a Phlant
Department	Education and Children

Is-Adran/Adain	Ysgol Gynradd Gymraeg Gorslas
Division/Section	Ysgol Gynradd Gymraeg Gorslas

Gradd/Grade	F + 4%

Rhif y Swydd/Post Number	033727

Paratowyd Gan/Prepared By	Pennaeth / Headtaecher

Dyddiad/Date	Tachwedd 2026

Prif Ddiben y Swydd
Ategu gwaith proffesiynol yr athrawon drwy fod yn gyfrifol am weithgareddau dysgu a gytunwyd yn rhan o system oruchwyliaeth gytunedig. Gall hyn gynnwys cynllunio, paratoi a darparu gweithgareddau dysgu ar gyfer unigolion/grwpiau/dosbarth cyfan, monitro disgyblion, arsylwi ac asesu, cofnodi a chyflwyno adroddiadau ynghylch eu cyflawniad, cynnydd a datblygiad. Yn gyfrifol am reoli dysgwyr cyn-derbyn o dan arweiniad athrawes, a reoli cynorthwywyr addysgu eraill gan gynnwys dyrannu gwaith a'i fonitro, gwerthuso a hyfforddi. Bydd yr aelod o staff llwyddiannus yn gyfrifol am gynllunio, paratoi ac asesu dysgwyr ac adrodd i rieni (ar lafar ac yn ysgrifenedig) o fewn y fframwaith amser a ddynodir gan y Pennaeth.

Prif dasgau/cyfrifoldebau

Cefnogaeth i Ddysgwyr

- Gofalu am anghenion personol dysgwyr a gweithredu rhaglenni dysgu unigol, gan gynnwys, cymdeithasol, iechyd, corfforol, glendid, cymorth cyntaf, bwydo a materion lles.
- Yn dilyn hyfforddiant, gweinyddu meddyginiaeth yn unol â phrosesau'r AALl a pholisïau ysgol.
- ·Goruchwylio a chefnogi dysgwyr gan sicrhau eu diogelwch a mynediad i ddysgu, gan gynnwys y dysgwyr hynny ac ADY.
- Sefydlu perthynas dda gyda dysgwyr gan weithredu fel rôl model dda a bod yn ymwybodol ac ymateb yn briodol i anghenion unigol.
- Hybu cynhwysiant yr holl ddysgwyr.
- Annog dysgwyr i ryngweithio ag eraill a chwarae rhan mewn gweithgareddau.
- Annog annibyniaeth dysgwyr fel y bo'n briodol.
- Annog dysgwyr i ymddwyn yn briodol ac yn unol â pholisi'r ysgol.
- Annog dysgwyr i ddatblygu hunan-ddisgyblaeth, hunan-werth, hyder ac annibyniaeth.
- Darparu gweithgareddau priodol, gan baratoi y dosbarth a thacluso ar y diwedd.
- Cydlynu arddangosfeydd o waith y plant.
- Bod yn ymwybodol o broblemau dysgwyr/cynnydd/llwyddiannau ac adrodd am unrhyw gonsyrn i bennaeth Dysgu Sylfaen, CADY a rhieni.
- Cwblhau cofnodion cynnydd dysgwyr fel bo angen. (datblygiad dysgwyr)
- Sicrhau bod ymddygiad dysgwyr yn unol â pholisi'r ysgol ac annog dysgwyr i gymryd cyfrifoldeb o'u ymddygiad personol.
- Cwblhau asesiadau cynnydd priodol fel bo'r angen.
- Casglu ac adrodd gwybodaeth o ac i rieni/ceidwad mewn modd priodol.
- Cwblhau gwaith clerigol megis llungopïo, teipio, ffeilio, paratoi arddangosfeydd, ayb.

Cefnogaeth i'r Cwricwlwm

- Cefnogi dysgwyr i adnabod cyfarwyddiadau.
- Cydlynu gweithredu strategaethau dysgu lleol a chenedlaethol e.e. llythrennedd, blynyddoedd cynnar yn unol â chyfarwyddyd Arweinydd y Cyfnod Dysgu.
- Cynllunio, paratoi ac asesu cyfleoedd dysgu dysgwyr o bob gallu.
- Cefnogi dysgwyr wrth ddefnyddio TGCH fel rhan o'u gweithgareddau dysgu.
- Paratoi, cynnal a defnyddio offer/adnoddau fel bo'r angen a chefnogi dysgwyr i'w defnyddio.

Cefnogaeth i'r ysgol

- Bod yn ymwybodol a dilyn polisïau a phrosesau yn ymwneud â diogelwch plant, iechyd diogelwch a gofal, cyfrinachedd a diogelwch data, gan adrodd yn ôl i'r person priodol pan fo angen.
- Adrodd unrhyw gonsyrn i'r Swyddog Diogelu.
- Bod yn ymwybodol a chefnogi gwahaniaethau a sicrhau bod gan pob disgybl fynediad cyfartal a chyfleoedd i ddysgu a datblygu.
- Cyfrannu at ethos/gwaith ac amcanion dysgu y dosbarth yn unol â chyd-destun ehangach yr ysgol.
- Gwerthfawrogi a chefnogi rôl proffesiynol eraill.
- Mynychu cyfarfodydd priodol.
- Mynychu hyfforddiant a gweithgareddau dysgu eraill a datblygiad perfformiad fel bo'r angen.
- Cefnogi goruchwylio plant allan o amser gwersi sef cyn ac ar ôl ysgol ac amser cinio.
- Mynychu ymweliadau/tripiau a gweithgareddau tu allan i amser ysgol.

Cyfrifoldeb am staff/adnoddau

Cynorthwywyr dosbarth

Yn atebol i

Pennaeth

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Cydymffurfio â'r safonau, y profiad neu'r cymwysterau cyfwerth ar gyfer Cynorthwy-ydd Addysgu Lefel Uwch

Sgiliau rhifedd/llythrennedd ardderchog

Hyfforddiant o ran y strategaethau dysgu perthnasol e.e. llythrennedd

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

Sgiliau llafar ac ysgrifennu cywir yn y Saesneg

Sgiliau llafar ac ysgrifennu cywir yn y Gymraeg

Sgiliau rhifyddeg / mathemateg cadarn

Sgiliau hyderus wrth ddefnyddio TGCh

Y gallu i gydweithio fel rhan o dîm

Y gallu i ddangos ymroddiad ac effeithiolrwydd fel enghraifft o gynorthwyydd dosbarth lefel uwch.

Rheolaeth ddosbarth cadarn

Y gallu i reoli amser ac adnoddau yn effeithiol

Y gallu i archwilio, gwneud penderfyniadau a datrys problemau.

Y gallu i weithio'n annibynnol ac fel rhan o dîm.

Gwybodaeth

Yn gallu defnyddio TGCh yn effeithiol i gefnogi'r dysgu

Gwybodaeth ddigonol am y cwricwlwm cenedlaethol/cwricwlwm ar gyfer lleoliadau meithrin a ariennir nas cynhelir a strategaethau/rhaglenni dysgu perthnasol eraill a phrofiad o roi'r rhain ar waith

Dealltwriaeth dda o brosesau dysgu a datblygiad plentyn

Dealltwriaeth o'r fframweithiau statudol sy'n ymwneud ag addysgu

Y gallu i drefnu, arwain ac ysgogi tîm

Gwella eich arferion a'ch gwybodaeth yn barhaus trwy eich gwerthuso eich hun a dysgu gan eraill

Y gallu i ymwneud yn dda â phlant ac oedolion

Gweithio'n adeiladol fel rhan o dîm, gan ddeall rolau a chyfrifoldebau ystafell ddosbarth a'ch safle chi o fewn y rhain

Profiad

Profiad o ddysgu plant ag anghenion dysgu ychwanegol

Rhinweddau personol

Cymhelliant, egni, hyder, dyfeisgarwch, dibynadwyedd, gonestrwydd ac ymroddiad.

Meini Prawf Dymunol

Sgiliau arbenigol/hyfforddiant yn y maes dysgu neu'r maes cwricwlwm e.e. dwyieithog, iaith arwyddion, TGCh Gwybodaeth lawn am ddeddfwriaeth/polisïau/codau ymarfer perthnasol Cerddoriaeth a'r gallu i chwarae offeryn

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen **-** Pa lefel ydych chi?

Cymraeg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
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 mewn ysgol

UNRHYW WYBODAETH ARALL

Main Purpose of Job

To lead the Hadau Bach (Pre-reception) Class for a period of two terms. Collaboration with the Head of Foundation Learning will be expected to provide education and care for the Class. The level of responsibility of the job requires managing assistants within the classroom. The successful member of staff will be responsible for planning, preparing and assessing learners and reporting to parents (verbally and in writing) within the time frame designated by the Headteacher.

Main Tasks / Responsibilities

Supporting Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, toileting, feeding, mobility and welfare matters.
- Following training, administer medicines in accordance with procedures for LEA and school policies.
- Supervise and support pupils ensuring their safety and access to learning, including those with special educational needs.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Encourage pupils to act independently as appropriate.
- Encourage pupils to behave in an appropriate manner and according to school policy.
- Encourage pupils to develop self-discipline, self-esteem, confidence and independence.
- Prepare appropriate activities, ensuring that the classroom is set up and cleared up afterwards.
- Co-ordinate the appropriate display of pupil's work.
- Be aware of pupil problems/progress/achievements and report concerns to the Foundation Phase Leader, ALNCo and parents.
- Undertake pupil record keeping as required (pupil information).
- Ensure that pupil behaviour is managed in line with school policy and encourage pupils to take responsibility for their own behaviour.
- Administer routine progress assessments as required by the school.
- Gather/report information from/to parents/carers as directed in a timely manner.
- Undertake clerical/administrative support e.g. photocopying, typing, filing, preparing displays of work, etc.

Support for the curriculum

- Support pupils to understand instructions.
- Co-ordinate the implementation of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the Foundation Phase Leader.
- Plan, prepare and assess learning opportunities for pupils of all abilities.
- Support pupils in using ICT in learning activities.
- Prepare, maintain and use equipment/resources as necessary and assist pupils 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 in a timely manner.
- 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 pre-school provision in the context of the wider school.
- Appreciate and support the role of other professionals.

· Attend 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 time including before and after school and at lunchtimes. · Accompany teaching staff and pupils on visits, trips and out of schools activities as required.
Responsible for staff/equipment
Classroom assistants
Reporting to
Headteacher

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Experience in leading within an early years establishment/class.

Job Related Skills and Competencies

Good oral and written skills in English.

Good oral and written skills in Welsh.

Good Numeracy skills.

A confident and competent ICT user.

Ability to work effectively with a range of professionals.

The ability to show commitment and effectiveness as a good HLTA.

Excellent class control.

The ability to manage their own time and resources effectively.

Ability to explore, make decisions and solve problems.

The ability to work independently or as a team.

Knowledge

Working knowledge of the non-maintained curriculum for Wales

Knowledge of issues facing primary education

Knowledge and understanding of the Skills Framework

Knowledge of effective use of ICT. across the curriculum

Knowledge about strategies to support learning in the primary sector.

Experience

Experience of teaching pupils with Additional Learning Needs

Personal qualities

Motivation, drive, energy, initiative, honesty, commitment

Desirable Criteria

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 4**	**Written level 4**
English	**Spoken Level 4**	**Written level 4**
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 in a school

ANY OTHER INFORMATION