Cymhorthydd Dysgu Cyffredinol Lefel 2

Cyfeirnod y swydd: YBEW00021D1FWE
Lleoliad: Ysgol Bro Elwern
Gradd 3, £28,153 - £28,608
Oriau: Llawn amser
Cyfnod penodol o 1/1/2027-1/1/2028
Yn ystod tymor ysgol.

Mae'r gallu i gyfathrebu trwy gyfrwng y Gymraeg yn hanfodol i'r swydd yma.

Mae Corff Llywodraethol yr ysgol yn awyddus i benodi Cymhorthydd Dysgu brwdfrydig ac angerddol.

Bydd yr ymgeisydd llwyddiannus yn dangos cymhelliant uchel, gydag ymrwymiad i gefnogi disgyblion, a chyd-weithio'n effeithiol.

Os hoffech chi drafod unrhyw agwedd o'r swydd, neu ymweld â'r ysgol, cysylltwch hefo Mrs Catrin Phillips- 01490 412 332 os gwelwch yn dda.

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.

Mae'r Penodiad yn amodol ar Wiriad Gwasanaeth Datgelu a Gwahardd, a geirdaon boddhaol.

Dyddiad Cau: 0/12/2026

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 General Level 2

Job reference: YBEW00021D1FWE
Location: Ysgol Bro Elwern
Grade 3, £28,153 - £28,608
Hours: Full time
Fixed Term from: 1/1/2027-1/1/2028
Term Time only.

The ability to communicate through the medium of Welsh is essential for this post.

The Governing Body wish to appoint an enthusiastic and highly motivated teaching assistant.

The successful candidate will be committed to supporting pupils, and will collaborate effectively.

If you would like to discuss any aspect of the post, or visit the school, please call Mrs Catrin Phillips-01490 412 332.

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

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

Closing Date: 07/12/2026

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:	**Addysg**
Maes Gwasanaeth:	**Ysgolion**
Yn atebol i:	**Pennaeth**
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	**1232**

Pwrpas y Swydd

Bydd yr ymgeisydd llwyddiannus yn gweithio yn nosbarth y dysgwyr Sylfaen yn bennaf, gan gefnogi cynnydd disgyblion o'r Dosbarth Meithrin, i flwyddyn dau. Mi fydd cyfuniad o gefnogi disgyblion drwy addysg yn yr awyr agored, ac o fewn y dosbarth.

Prif Gyfrifoldebau

Cefnogi Disgyblion

- Goruchwylio a darparu cefnogaeth benodol i ddisgyblion, gan gynnwys y rhai sydd ag anghenion dysgu ychwanegol, gan sicrhau eu diogelwch a'u mynediad i weithgareddau dysgu.
- Cynorthwyo gyda datblygu a gweithredu Cynlluniau Addysg / Ymddygiad Unigol a rhaglenni Gofal Personol.
- Sefydlu perthynas adeiladol gyda'r disgyblion a rhyngweithio â nhw yn ôl anghenion unigol.
- Hybu cynhwysiad a derbyniad pob disgybl
- Annog disgyblion i ryngweithio gydag eraill a chymryd rhan mewn gweithgareddau a arweinir gan yr athro
- Gosod disgwyliadau heriol ac ymestynnol, a hybu hunan-barch ac annibyniaeth.
- Darparu adborth i ddisgyblion mewn perthynas â chynnydd a chyflawniad dan arweiniad yr athro.

Cefnogi'r Athro

- Creu a chynnal amgylchedd pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi a chynorthwyo gydag arddangos gwaith y disgyblion. Defnyddio strategaethau, ar y cyd â'r athro, i gefnogi disgyblion i gyflawni nodau dysgu.
- Cynorthwyo gyda chynllunio gweithgareddau dysgu.
- Monitro ymatebion y disgyblion i weithgareddau dysgu, a chadw cofnod cywir o gyflawniad / cynnydd yn ôl y cyfarwyddyd.
- Darparu adborth manwl a rheolaidd i'r athrawon ar gyflawniad, cynnydd disgyblion.
- Hyrwyddo ymddygiad da gan ddisgyblion, ymdrin â gwrthdaro a digwyddiadau yn unol â'r polisi sefydledig ac annog disgyblion i gymryd cyfrifoldeb dros eu hymddygiad eu hunain.
- Sefydlu perthnasau adeiladol gyda rhieni/gofalwyr.

- Darparu cefnogaeth glerigol/weinyddol e.e. llungopïo, teipio, ffeilio.

- **Cefnogi'r Cwricwlwm**

Byddai cymhwyster lefel 3 ysgol y goedwig, neu parodrwydd i gwblhau'r hyfforddiant yma yn ddymunol.

- Creu a chynnal amgylchedd pwrpasol, trefnus a chefnogol, yn unol â chynlluniau gwersi a chynorthwyo gydag arddangos gwaith y disgyblion.
- Defnyddio strategaethau, mewn cydweithrediad â'r athro, i gefnogi disgyblion i gyrraedd nodau dysgu.
- Cynorthwyo gyda chynllunio gweithgareddau dysgu.
- Monitro ymatebion y disgyblion i weithgareddau dysgu, a chadw cofnod cywir o gyflawniad / cynnydd yn ôl y cyfarwyddyd.
- Darparu adborth manwl a rheolaidd i'r athrawon ar gyflawniad a chynnydd disgyblion.
- Hyrwyddo ymddygiad da gan ddisgyblion, ymdrin â gwrthdaro a digwyddiadau yn unol â'r polisi sefydledig ac annog disgyblion i gymryd cyfrifoldeb dros eu hymddygiad eu hunain.

Cefnogi'r Ysgol

- Bod yn ymwybodol o bolisïau a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch, cyfrinachedd a diogelu data gan gydymffurfio â hwy ac adrodd am unrhyw bryderon wrth unigolyn priodol.
- Bod yn ymwybodol o, a chefnogi gwahaniaeth, a sicrhau fod gan bob disgybl fynediad cyfle cyfartal i gyfleoedd dysgu a datblygu
- Cyfrannu at ethos / gwaith / nodau cyffredinol yr ysgol
- Gwerthfawrogi a chefnogi swyddogaeth gweithwyr proffesiynol eraill
- Mynychu a chymryd rhan mewn cyfarfodydd perthnasol fel bo'r gofyn.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl yr angen
- Cynorthwyo gyda goruchwylio disgyblion y tu allan i amser gwersi, yn cynnwys cyn ac ar ôl ysgol ac yn ystod amser cinio.
- Mynd gyda staff addysgu a disgyblion ar ymweliadau, teithiau a gweithgareddau y tu allan i'r ysgol yn ôl yr angen, a chymryd cyfrifoldeb dros grŵp o ddisgyblion dan oruchwyliaeth yr athro.

Adnoddau / Offer / Deunyddiau

Amherthnasol

Goruchwylio / Rheoli Pobl

Yn gyfrifol am oruchwylio'r plant

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

- Profiad o weithio neu ofalu am blant o oedran perthnasol.
- Sgiliau llythrennedd/rhifedd da.
- NVQ 2 ar gyfer Cymhorthwyr Addysgu neu gymhwyster neu brofiad cyfwerth.
- Hyfforddiant mewn strategaethau dysgu perthnasol e.e. llythrennedd

- Y gallu i ddefnyddio TGCh yn effeithiol i gefnogi dysgu
- Y gallu i ddefnyddio offer technegol eraill – fideo, llungopïwr
- Dealltwriaeth o'r polisïau/codau ymarfer perthnasol ac ymwybyddiaeth o'r ddeddfwriaeth berthnasol
- Dealltwriaeth gyffredinol o'r cwricwlwm i Gymru a chynlluniau/strategaethau dysgu sylfaenol eraill.
- Dealltwriaeth sylfaenol o ddatblygiad plant
- Y gallu i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu.
- Y gallu i uniaethu'n dda â phlant ac oedolion.
- Gweithio fel rhan o dîm gan ddeall swyddogaeth a chyfrifoldeb pawb yn yr ystafell ddosbarth a'ch swyddogaeth chi

Amodau Gwaith Arbennig

Amherthnasol

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 i gefnogi lles a dysg disgyblion fel bod pob plentyn yn cael y cyfle i gyrraedd eu llawn botensial.

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:	**Addysg**
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 Cymhorthwyr Addysgu neu gymhwyster neu brofiad cyfwerth. Hyfforddiant mewn strategaethau dysgu perthnasol e.e. cyfathrebu/ llythrennedd	Hyfforddiant lefel 3 ysgol y goedwig, neu parodrwydd i gwblhau'r hyfforddiant yn y dyfodol.	Ffurflen Gais Cyfweliad
2. PROFIAD PERTHNASOL	Profiad o weithio neu ofalu am blant o oedran perthnasol.		Ffurflen Gais Cyfweliad
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Dealltwriaeth o'r polisïau/codau ymarfer perthnasol ac ymwybyddiaeth o'r ddeddfwriaeth berthnasol Dealltwriaeth cyffredinol o'r cwricwlwm cenedlaethol/cyfnod sylfaen a chynlluniau/ strategaethau dysgu sylfaenol eraill Dealltwriaeth sylfaenol o ddatblygiad plant		Ffurflen Gais Cyfweliad

	Y gallu i ddefnyddio TGCh yn effeithiol i gefnogi dysgu Gallu defnyddio offer technegol eraill – fideo, llungopïwr.		
4. NODWEDDION PERSONOL	Y gallu i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu. Y gallu i uniaethu'n dda â phlant ac oedolion. Gweithio fel rhan o dîm gan ddeall swyddogaeth a chyfrifoldeb pawb yn yr ystafell ddosbarth a'ch swyddogaeth chi		Ffurflen Gais Cyfweliad
5. GOFYNION ERAILL	Gallu siarad Cymraeg yn rhugl.		Ffurflen Gais Cyfweliad

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	**Teaching Assistant General**
Grade:	**Grade 3**
Service:	**Education**
Service Area:	**Schools**
Responsible to:	**Headteacher**
Job ID Number / Date Issued:	**1232**

Job Purpose

The successful candidate will work primarily in the Foundation Phase class, supporting the progress of pupils from the Nursery class through to Year 2. The role will involve a combination of supporting pupils through outdoor education and within the classroom.

Principal Accountabilities and Responsibilities

Support for Pupils

Supervise and provide support for pupils, including those with additional learning 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 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

Support for Pupils

Supervise and provide particular support for pupils, 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 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

Level 3 Forest School qualification, or a willingness to complete this training, would be desirable

Create and maintain a purposeful, 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 and

progress.

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.

Support for the School

Be aware of and comply with policies and procedures relating to child protection, health, safety, 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

N/A

Supervision/Management of People

Responsible for supervising the children

Knowledge, Skills, Training and Experience

Working with or caring for children of relevant age

Good numeracy/literacy skills

NVQ level 2 for Teaching Assistants or equivalent qualifications or experience

Training in the relevant learning strategies e.g. literacy

Effective use of ICT to support learning

Use of other equipment technology – video, photocopier

Special Working Conditions

N/A

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 role is to support the wellbeing and learning of pupils in order that every child has the opportunity to reach their full potential.

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 General Level 2**
Service	**Schools**
Grade:	**3**

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	GCSE English & Maths minimum of Grade C. NVQ 2 for Teaching Assistants or equivalent qualifications or experience	Level 3 Forest School qualification, or a willingness to complete this training, would be desirable	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 the curriculum for Wales and other basic learning programmes/ strategies		Application Form/ Interview

	Basic understanding of child development. Effective use of ICT to support learning Ability to use other equipment technology – video, photocopier		
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	Ability to speak Welsh fluently.		Application Form/ Interview